

**Rock Valley College Board of Trustees**  
**Community College District No. 511**  
**3301 N. Mulford Road, Rockford, IL 61114**  
**Regular Meeting**

**5:15 p.m.**  
**January 25, 2022**

*On January 7, 2022, Governor Pritzker issued the 25th Gubernatorial Disaster Proclamation for all counties in the State of 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. Pursuant to 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 via <https://rockvalleycollege-edu.zoom.us/j/96274517712?pwd=YkFibU9pMndBSnhzNORiKzVEWnJudzO9>; or by phone at **312 626 6799** using Meeting ID **962 7451 7712**; Passcode: **589844**. The meeting will include an opportunity for public comment. Members of the public who would like to make a public comment may submit their public comment to [RVC-BoardPC@rockvalleycollege.edu](mailto:RVC-BoardPC@rockvalleycollege.edu) by 3:30 p.m. on January 25, 2022. Public comments submitted via email prior to 3:30 p.m. on January 25, 2022 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. General Presentations**

1. Studer Education Update
2. Bond Refunding Update – Tammie Beckwith Schallmo, PMA Securities, LLC

**F. Approval of Minutes**

1. December 7, 2021 Special Meeting (CBA with SSA)
2. December 7, 2021 Committee of the Whole Meeting
3. December 21, 2021 Regular Meeting and Truth-in-Taxation Hearing

**G. Action Items**

1. Approve Claims Sheet (Check Register-December 2021) (BR 7891)
2. Approve Purchase Report
  - a. Purchase Report-A – FY22 Addendums (BR 7892-A)
  - b. Purchase Report-B – FY22 Purchases (BR 7892-B)
  - c. Purchase Report-C – FY22 ATC Change Orders (BR 7892-C)
3. Approve Personnel Report (BR 7893)

4. Approve RVC Foundation Funding Request (BR 7894)
5. Approve Goodwill One-Stop Operator Sub-Agreement Modification (BR 7895)
6. Approve Participation in Federal Surplus Aircraft Program (BR 7896)
7. Approve Board Policy 2:10.050 Official College Holidays (BR 7897)
8. Approve Board Policy 3:30.150 Bereavement (BR 7898)
9. Approve FY2022 – FY2024 Operations Calendar (BR 7899)
10. Approve Revised 2022-2023 Academic Calendar (BR 7900)
11. Approve Bond Refunding in 2022 (BR 7901)

#### **H. Other Business**

1. New Business
2. Unfinished Business

#### **I. Updates / Reports**

1. President's Update
2. Leadership Team Updates
3. Trustee Comments
4. ICCTA Report
5. Student Trustee Report
6. RVC Foundation Liaison Report
7. Freedom of Information Act (FOIA) Report

**J. Adjourn to Closed Session** to discuss the following: 1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees per Section 2 (c) (1); and/or 2) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 3) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

#### **K. Reconvene Open Session**

**L. Date of Next Committee of the Whole Meeting:** February 8, 2022, 5:15 p.m. Remote meeting to be held via teleconference

**M. Date of Next Regular Meeting:** February 22, 2022, 5:15 p.m. Remote meeting to be held via teleconference

#### **N. Adjourn**

Jarid Funderburg, Board Chair

# Rock Valley College

## Quarterly Update

Board Presentation  
January 25, 2022

**Rock  
Valley  
College**



# Introductions

## Huron | Studer Education Team



**Janet Pilcher, Ph.D.**  
Managing Director  
jpilcher@hcg.com



**Julie Kunselman, Ph.D.**  
Coach, Director of Research  
jkunselman@hcg.com

# Rock Valley College Board Presentation

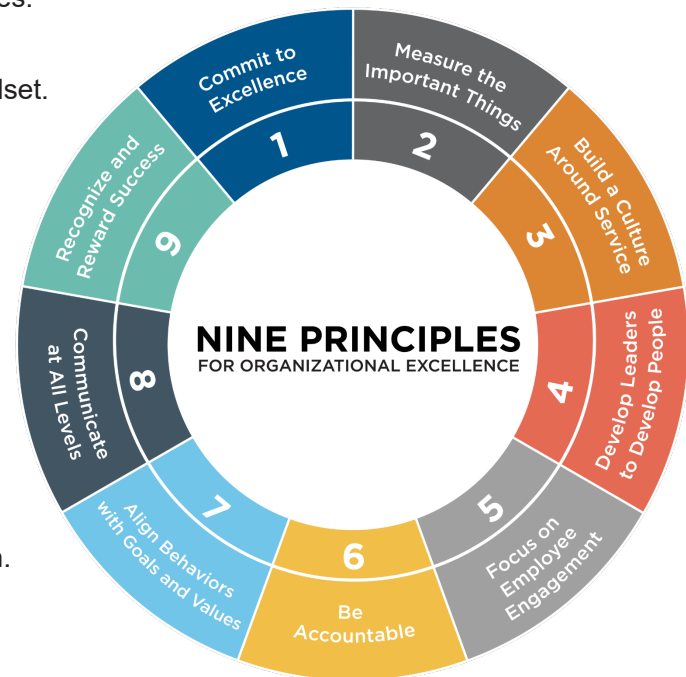
## Agenda for Quarterly Update from Huron | Studer Education

1. Setting Context
2. Accomplishments to Date
3. Organizational Leadership Assessment Results
4. Next Steps & Key Takeaways

# THE NINE PRINCIPLES® FOR ORGANIZATIONAL EXCELLENCE

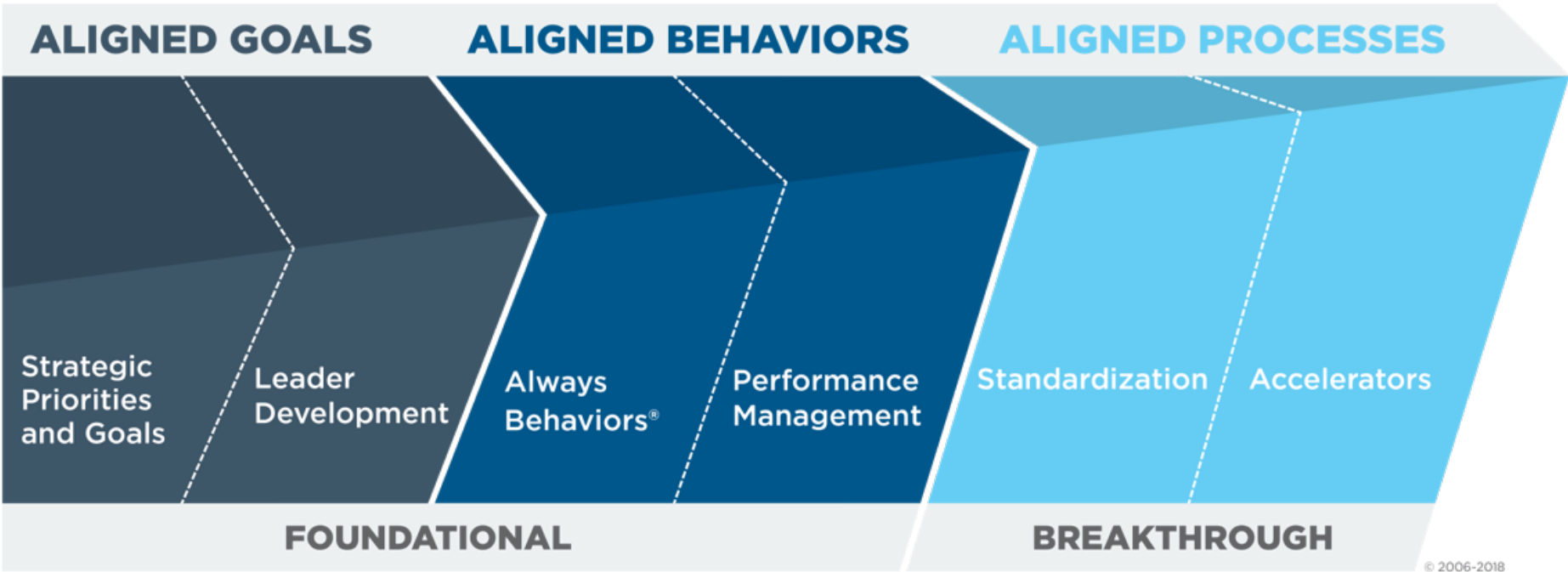
## OUR FOUNDATIONAL BELIEFS

- Principle 1: Commit to Excellence**  
 Set high expectations to achieve results while living out mission and values.
- Principle 2: Measure the Important Things**  
 Continuously track progress to achieve results with an improvement mindset.
- Principle 3: Build a Culture Around Service**  
 Serve others with great care and concern.
- Principle 4: Develop Leaders to Develop People**  
 Coach people to be their best at work.
- Principle 5: Focus on Employee Engagement**  
 Attend to aspirations and desires in the workplace.
- Principle 6: Be Accountable**  
 Commit individual accountability to achieve organizational goals.
- Principle 7: Align Behaviors with Goals and Values**  
 Apply consistent practices to move the organization in a positive direction.
- Principle 8: Communicate at All Levels**  
 Build connections so that people know why what they do matters.
- Principle 9: Recognize and Reward Success**  
 Value and appreciate people working together to get results.



# Setting Context

## Huron | Studer Education Evidence-Based Leadership



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Accomplishments  
to Date

- 1. Completed administration and rollout of Organizational Leadership Assessment with 95% response rate.**
- 2. Completed 1-on-1 interviews with executive leadership team.**
- 3. Completed 1-on-1 interviews with 6 out of 8 board members.**
- 4. Engaged in strategic priority / goal setting sessions to align with strategic plan tenets and level-set on current state.**



# RVC Strategic Priorities

|                        |   |
|------------------------|---|
| <b>STUDENT SUCCESS</b> | TENET - EXCEPTIONAL TRAINING OPPORTUNITIES    |
|                        | TENET - EXCEPTIONAL EDUCATIONAL OPPORTUNITIES |
|                        | TENET - ACCESS                                |

|  |   |
|--|---|
| <b>EMPLOYEE EXPERIENCE / WORKFORCE</b> | TENET - EXCEPTIONAL TRAINING OPPORTUNITIES    |
|  | TENET - EXCEPTIONAL EDUCATIONAL OPPORTUNITIES |

|                  |  |
|------------------|--|
| <b>COMMUNITY</b> | TENET - EXCEPTIONAL TRAINING OPPORTUNITIES |
|------------------|--|

|   |   |
|---|---|
| <b>DIVERSITY, EQUITY, and INCLUSION</b> | TENET - DIVERSITY, EQUITY, AND INCLUSION                |
|   | <u>KPIs</u>   |
|   | Employee Base Reflective of Community                   |
|   | Sense of Belonging, Trust, and Equity (Culture Surveys) |
|   | Close Equity Gaps                                       |
| Aligned Policies and Procedures         |   |

\*\* Finance (including capital improvements and infrastructure) Integrates across Tenets



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## Organizational Leadership Assessment



# Organizational Leadership Assessment

## Huron | Studer Education's Approach



Diagnose our current state



Measure key factors to achieve high performance



Understand team alignment



# RVC Organizational Leadership Assessment

## Participation and Team Highlight

| Leadership Groups   | Number of Responses | Eligible in Role | Response Rate (%) |
|---|---------------------|------------------|-------------------|
| Board of Trustees   | 7                   | 8                | 87.5%             |
| President, Vice Presidents <sup>1</sup>                     | 10                  | 10               | 100%              |
| Associate Vice Presidents, Executive Directors <sup>2</sup> | 11                  | 12               | 91.7%             |
| Directors, Deans, Managers <sup>3</sup>                     | 18                  | 18               | 100%              |
| <b>Overall Participation</b>                                | <b>46</b>           | <b>48</b>        | <b>95.8%</b>      |

<sup>1</sup> See Group 2 (page 2): Includes Assistant to the President (2)

<sup>2</sup> See Group 3 (page 2): Includes Chief Development Officer, Interim Chief of Police, and Director of Theatre and Arts Park

<sup>3</sup> See Group 4 (page 2): Select Directors and Managers

|  | Mean | Top Box | Rank        |
|--|------|---------|-------------|
| <b><i>Choose the response that best describes your experience.</i></b> |      |         |             |
| The work I do is meaningful to me.                                     | 4.65 | 69.8%   | Highest - 1 |
| I feel personally driven to help RVC succeed.                          | 4.59 | 65.9%   | Highest - 2 |



# RVC Organizational Leadership Assessment

## Themes from the Rollout Session with Leaders

1. High commitment to sense of mission, purpose, and drive to help RVC, community succeed.
2. The way we work has changed.
  - Manage change, especially as change is constant/continuous
  - Compete to recruit and retain high performing employees
  - Define and execute/model expectations for accountability

# RVC Organizational Leadership Assessment

## Themes from the Rollout Session with Leaders

### 3. Leaders feel confident in their teams, but not necessarily confident in how we work together to impact the institution.

- Best serve employees so that they feel valued
  - Provide employees tools, processes, and skill development
  - Develop system for onboarding and training
- Share, standardize, implement, and execute best practices with fidelity
- Define access (role, career advancement) and contribute to employee success
- Align goals and cascade goals from institution to teams to individuals

# RVC Organizational Leadership Assessment

## Themes from the Rollout Session with Leaders

### 4. Trust

- Define accountability as “You can count on me”
- Overcome fear of “doing something wrong”
- Overcome inconsistencies in leadership practice, treatment
- Establish/Develop work environment safety and sense of belonging

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## Next Steps & Key Takeaways and Questions





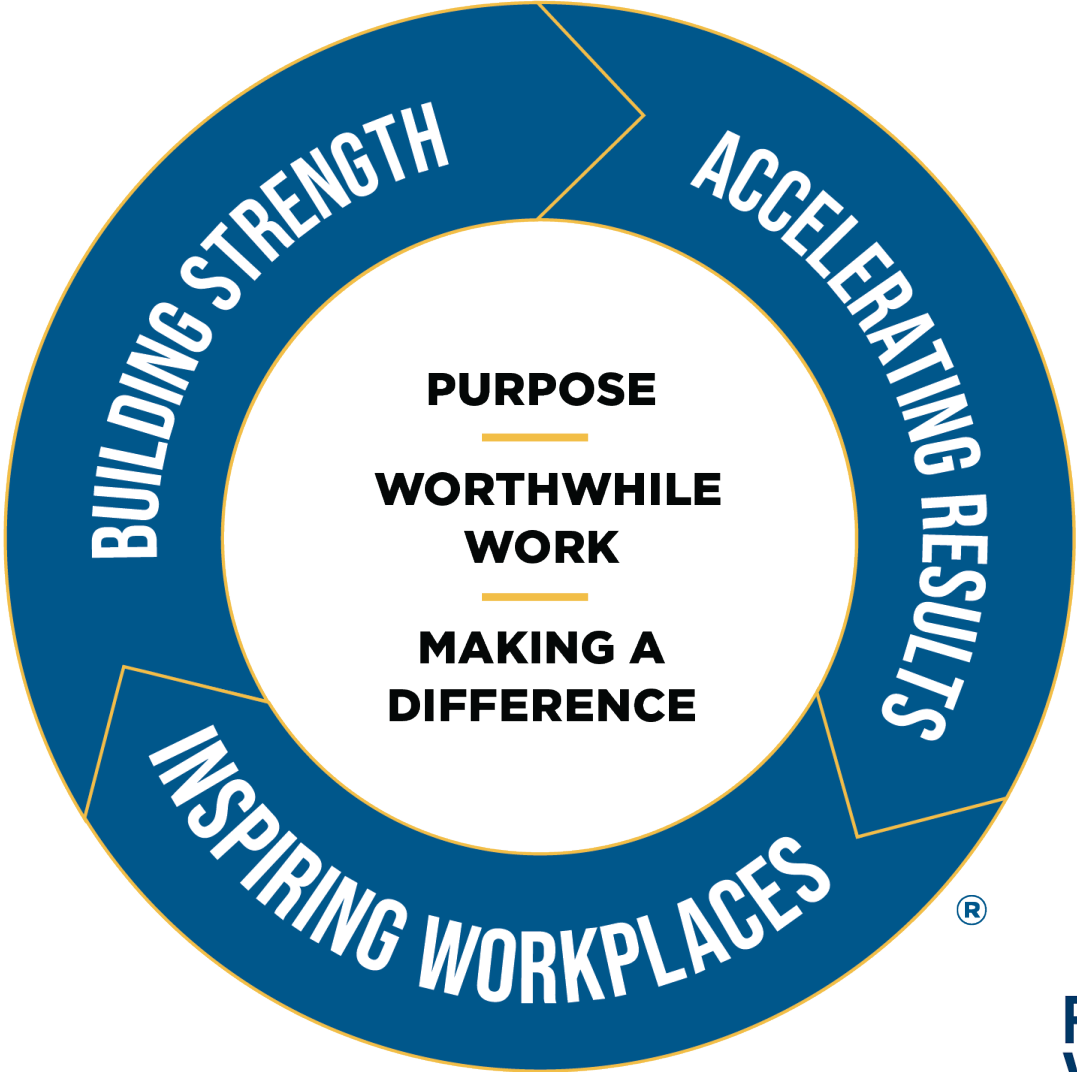
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## Next Steps

- 1. Define key metrics aligned to RVC strategic priorities.**
- 2. Facilitate discussion of lead metrics and deploy and advance a 90-day strategy implementation and review/adjustment cycle to execute on priorities.**
- 3. Engage leadership team in first Leadership Development Institute.**

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Key Takeaways &  
Opportunity for  
Questions



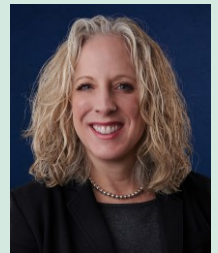


**PMA™**

## Refunding Update

**Rock Valley College**

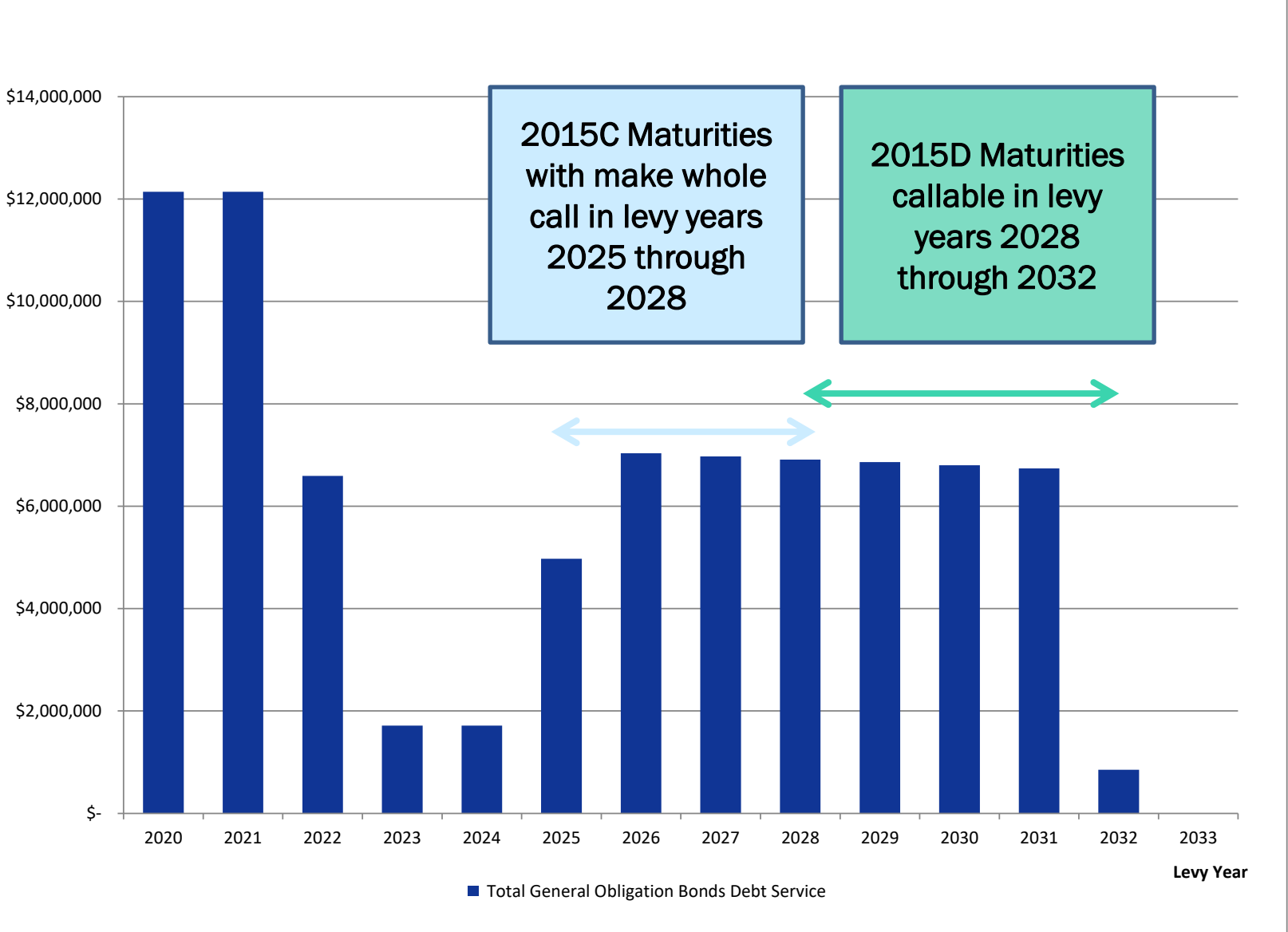
**Tammie Beckwith Schallmo**  
Senior Vice President, Managing Director  
PMA Securities, LLC



January 25, 2022

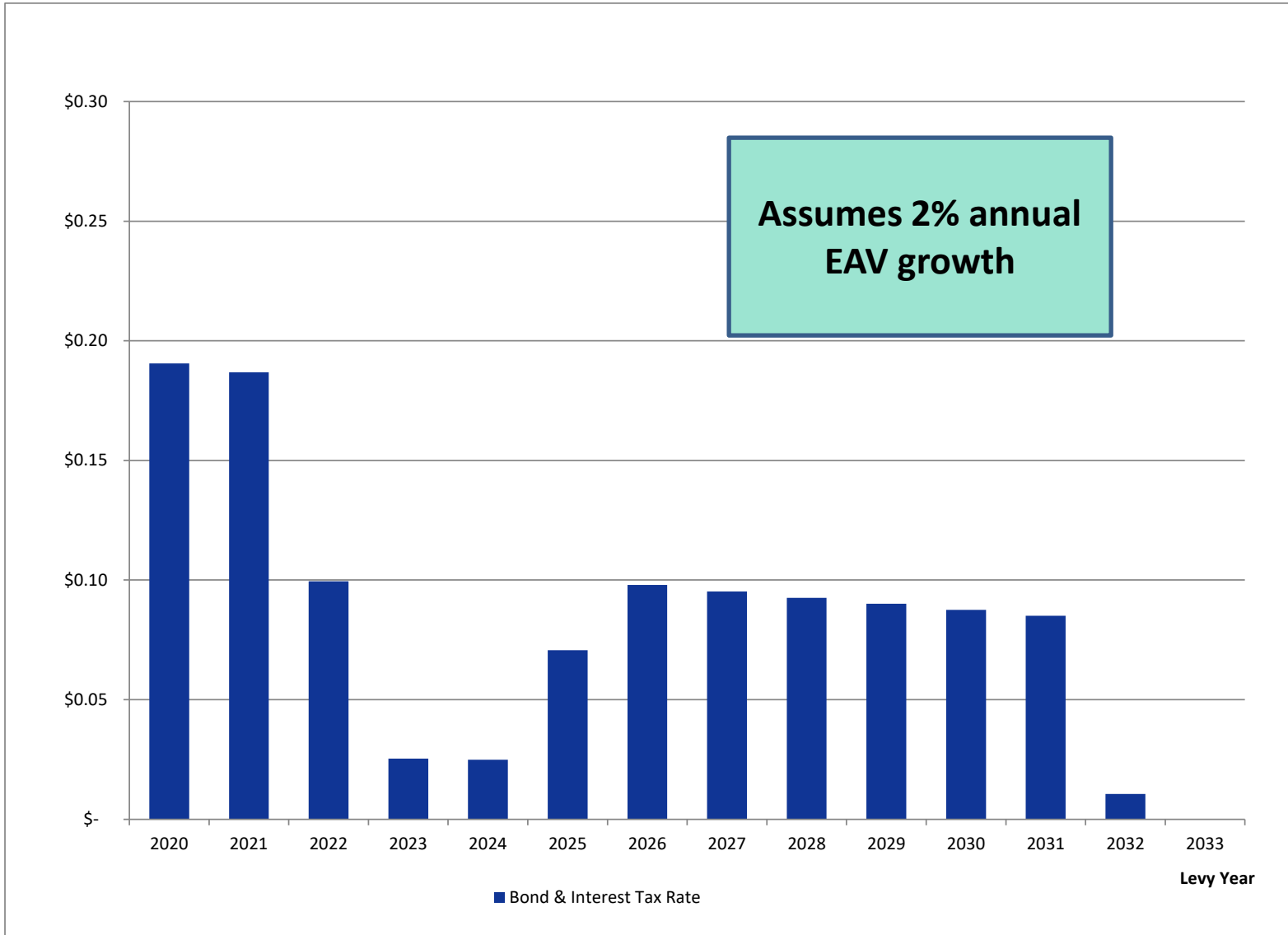


# Existing Debt Service on Bonds





# Projected Tax Rate for Existing Bonds





# Existing Principal Review

\$7,280,000  
GO

\$11,505,000

\$22,170,000

Community

\$15,895,000

Taxable GO

\$17,805,000 GO

GO

College

\$21,730,000

GO

Cumulative

Community College

Community

Community

Refunding

GO Refunding

Community

Principal

| Lew Year | Fiscal Year | Community College Bonds (BABs), Series 2010A | Community College Bonds, Series 2015C | Community College Bonds, Series 2015D | Community College Bonds, Series 2015E | GO Refunding Bonds, Series 2017A | Community College Bonds, Series 2017C | Total        | Ending Principal Balance | Retirement as Percent of Total |
|----------|-------------|--|---------------------------------------|---------------------------------------|---------------------------------------|----------------------------------|---------------------------------------|--------------|--------------------------|--------------------------------|
| 2020     | 2022        | \$ 1,000,000                                 | \$ -                                  | \$ -                                  | \$ -                                  | \$ 3,015,000                     | \$ 5,740,000                          | \$ 9,755,000 | \$ 54,895,000            | 15.09%                         |
| 2021     | 2023        | -  | -                                     | -                                     | 4,515,000                             | -                                | 5,610,000                             | 10,125,000   | 44,770,000               | 30.75%                         |
| 2022     | 2024        | -  | -                                     | -                                     | 2,655,000                             | -                                | 2,140,000                             | 4,795,000    | 39,975,000               | 38.17%                         |
| 2023     | 2025        | -  | -                                     | -                                     | -                                     | -                                | -                                     | -            | 39,975,000               | 38.17%                         |
| 2024     | 2026        | -  | -                                     | -                                     | -                                     | -                                | -                                     | -            | 39,975,000               | 38.17%                         |
| 2025     | 2027        | -  | 3,315,000                             | -                                     | -                                     | -                                | -                                     | 3,315,000    | 36,660,000               | 43.29%                         |
| 2026     | 2028        | -  | 5,525,000                             | -                                     | -                                     | -                                | -                                     | 5,525,000    | 31,135,000               | 51.84%                         |
| 2027     | 2029        | -  | 5,655,000                             | -                                     | -                                     | -                                | -                                     | 5,655,000    | 25,480,000               | 60.59%                         |
| 2028     | 2030        | -  | 3,310,000                             | 2,500,000                             | -                                     | -                                | -                                     | 5,810,000    | 19,670,000               | 69.57%                         |
| 2029     | 2031        | -  | -                                     | 6,030,000                             | -                                     | -                                | -                                     | 6,030,000    | 13,640,000               | 78.90%                         |
| 2030     | 2032        | -  | -                                     | 6,275,000                             | -                                     | -                                | -                                     | 6,275,000    | 7,365,000                | 88.61%                         |
| 2031     | 2033        | -  | -                                     | 6,535,000                             | -                                     | -                                | -                                     | 6,535,000    | 830,000                  | 98.72%                         |
| 2032     | 2034        | -  | -                                     | 830,000                               | -                                     | -                                | -                                     | 830,000      | -                        | 100.00%                        |
| 2033     | 2035        | -  | -                                     | -                                     | -                                     | -                                | -                                     | -            | -                        | 100.00%                        |
| 2034     | 2036        | -  | -                                     | -                                     | -                                     | -                                | -                                     | -            | -                        | 100.00%                        |

**Total:**      \$ 1,000,000      \$ 17,805,000      \$ 22,170,000      \$ 7,170,000      \$ 3,015,000      \$ 13,490,000      \$ 64,650,000

Purpose:      Advance Refunding      Current      Current      Current      Current      Funding  
 Callable:      Funding Bonding      Refunding      Refunding      Refunding      Refunding      Bond  
                          1/1/19      Make Whole Call      10/1/24      N/A      N/A      N/A





# Refunding Opportunities

- Details of the Series 2015C Bonds
  - Maturities due October 1, 2026 through 2029 in the amount of \$17,805,000 are subject to a **make whole call** provision
    - Designed to protect the investor from losses as a result of the earlier call
    - If future interest rates are below the bond rate, in order to exercise the call, the College would make a formula-based lump sum payment
  - Average interest rate of the callable bonds is 3.40%
  - The 2015C Bonds were issued for current refunding purposes and are eligible for a tax-exempt current refunding at any time



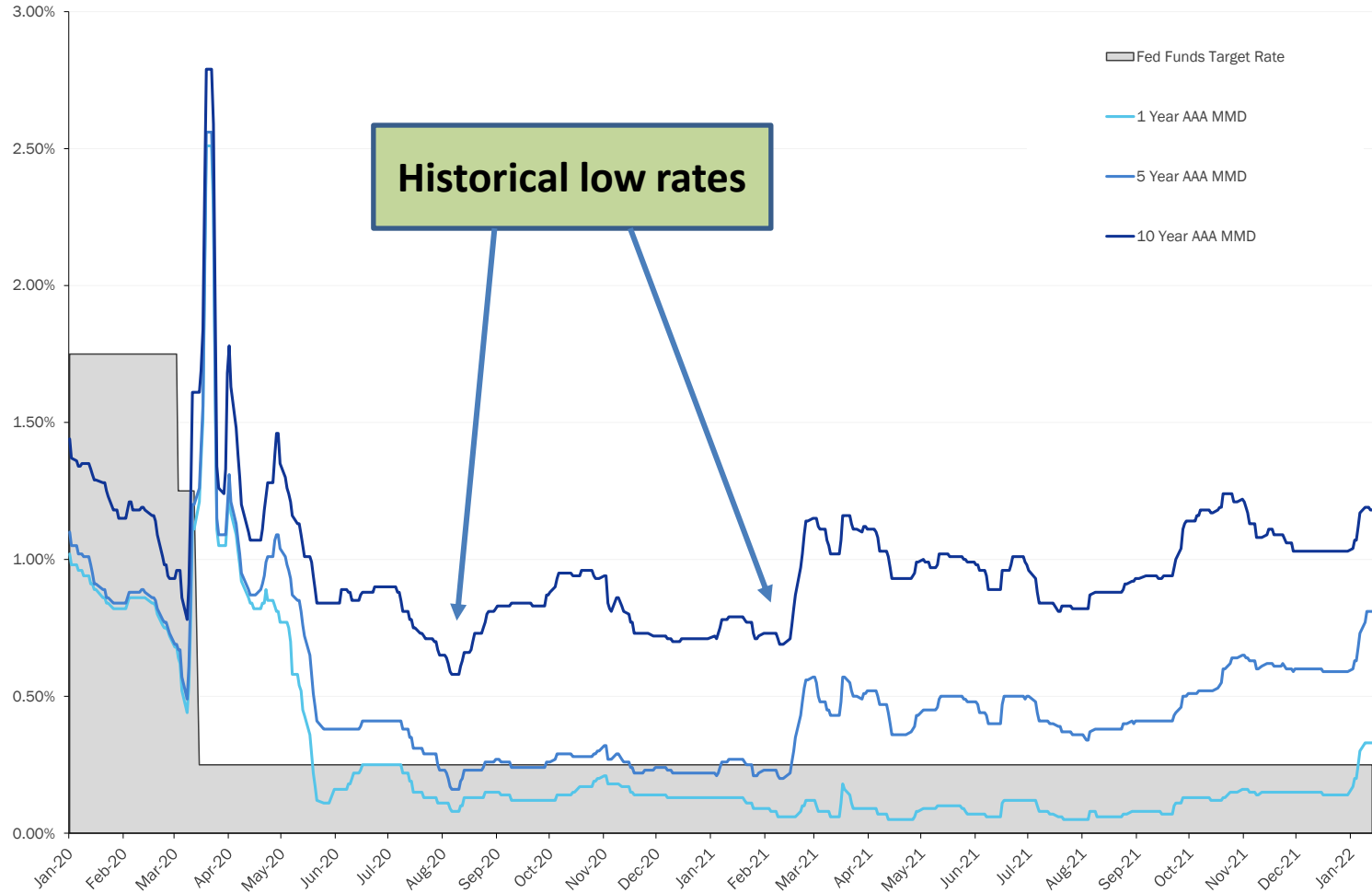
# Refunding Opportunities

- Details of the Series 2015D Bonds
  - Maturities due October 1, 2029 through 2033 in the amount of \$22,170,000 are callable on October 1, 2024 @ par
  - Average interest rate of the callable bonds is 5.00%
  - The 2015D Bonds were issued for current refunding purposes and are eligible for a tax-exempt current refunding beginning in July 2024





# Historical Tax-Exempt Interest Rates since January 1, 2020



\*The Municipal Market Data "MMD" is a AAA municipal bond market index produced by TM3. As of January 14, 2022.

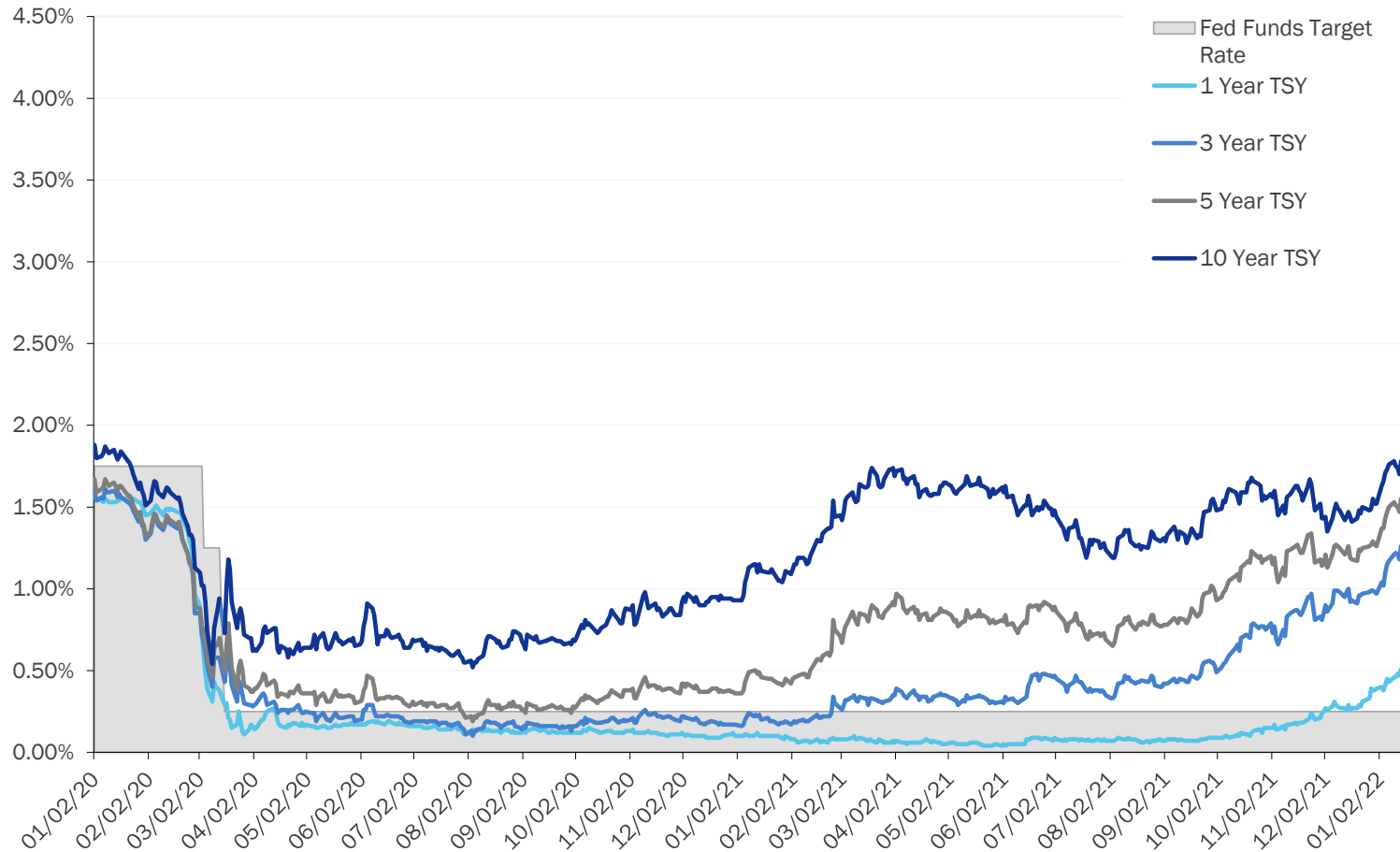


## Taxable Interest Rates and Recent Economic Trends

- ▶ Taxable interest rates price to the US Treasury (see chart on slide 9)
- ▶ Short-term Treasury rates are largely controlled by the Federal Reserve, whereas long-term Treasury Rates fluctuate with US economic indicators (GDP, unemployment, etc.)



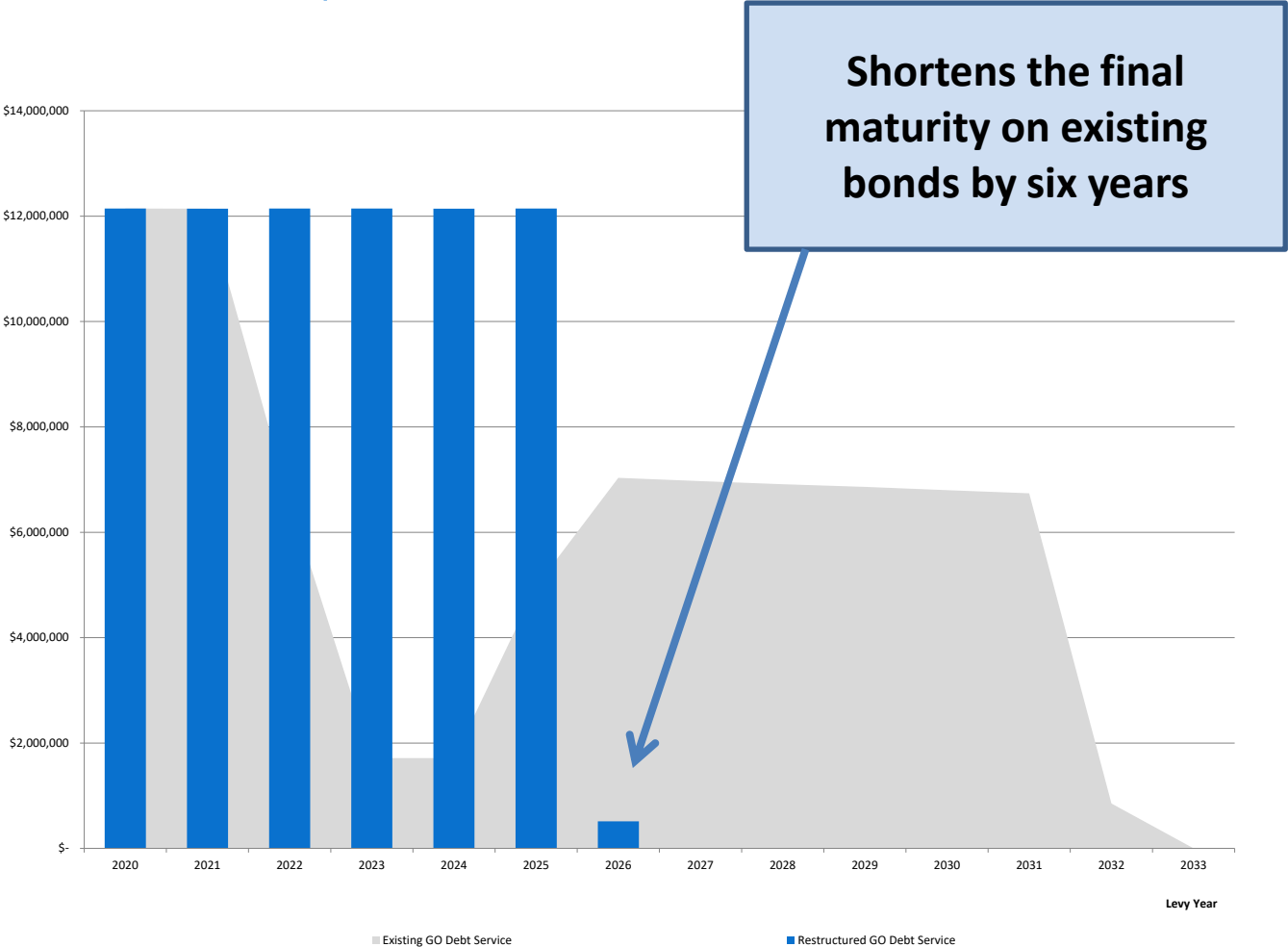
# Historical US Treasury Rates since January 1, 2020



\*As of January 14, 2022.



# Restructuring Scenario 1 – Estimated Debt Service 2015C Bonds Refunded in 2023 and 2015D Bonds Refunded in 2024 (Both Tax-Exempt)



\*Reflects current market conditions as of January 14, 2022. Net of estimated costs of issuance.

# Restructuring Scenario 1 – Debt Service Comparison

| Date         | New Debt Service       | + Unrefunded Debt Service | = New Net Debt Service vs. | Old Net Debt Service   | = Savings             |
|--------------|------------------------|---------------------------|----------------------------|------------------------|-----------------------|
| 04/01/2023   | -                      | 40,120.00                 | 40,120.00                  | 40,120.00              | -                     |
| 04/01/2024   | 6,077,583.33           | 80,240.00                 | 6,157,823.33               | 605,370.00             | (5,552,453.33)        |
| 04/01/2025   | 12,061,635.56          | 80,240.00                 | 12,141,875.56              | 1,713,870.00           | (10,428,005.56)       |
| 04/01/2026   | 12,062,600.00          | 80,240.00                 | 12,142,840.00              | 1,713,870.00           | (10,428,970.00)       |
| 04/01/2027   | 9,743,800.00           | 2,400,120.00              | 12,143,920.00              | 4,972,515.00           | (7,171,405.00)        |
| 04/01/2028   | 514,800.00             | -                         | 514,800.00                 | 7,032,235.00           | 6,517,435.00          |
| 04/01/2029   | -                      | -                         | -                          | 6,972,175.00           | 6,972,175.00          |
| 04/01/2030   | -                      | -                         | -                          | 6,912,270.00           | 6,912,270.00          |
| 04/01/2031   | -                      | -                         | -                          | 6,862,750.00           | 6,862,750.00          |
| 04/01/2032   | -                      | -                         | -                          | 6,800,125.00           | 6,800,125.00          |
| 04/01/2033   | -                      | -                         | -                          | 6,739,875.00           | 6,739,875.00          |
| 04/01/2034   | -                      | -                         | -                          | 850,750.00             | 850,750.00            |
| <b>Total</b> | <b>\$40,460,418.89</b> | <b>\$2,680,960.00</b>     | <b>\$43,141,378.89</b>     | <b>\$51,215,925.00</b> | <b>\$8,074,546.11</b> |

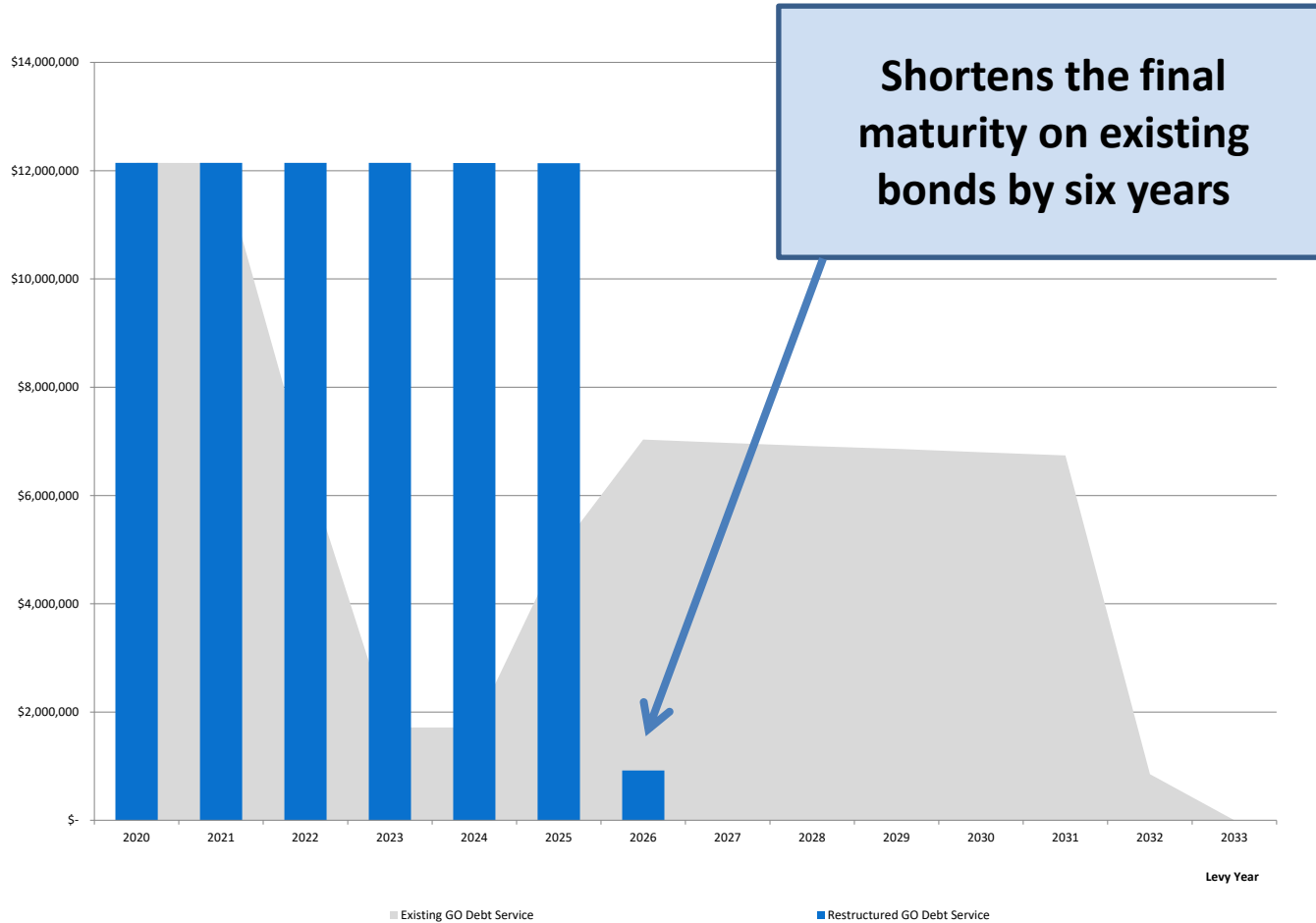
## PV Analysis Summary (Net to Net)

|   |                       |
|---|-----------------------|
| Gross PV Debt Service Savings                           | 5,010,507.38          |
| Net PV Cashflow Savings @ 1.643%(AIC)                   | 5,010,507.38          |
| Transfers from Prior Issue Debt Service Fund            | (262,565.00)          |
| Contingency or Rounding Amount                          | 8,972.08              |
| <b>Net Present Value Benefit</b>                        | <b>\$4,756,914.46</b> |
| <b>Net PV Benefit / \$37,615,000 Refunded Principal</b> | <b>12.646%</b>        |

Incorporates a \$1,150,000 Make Whole Payment on the 2015C Bonds



# Restructuring Scenario 2 – Estimated Debt Service 2015C (Tax-Exempt) and 2015D (Taxable) Bonds Refunded in 2022



\*Reflects current market conditions as of January 14, 2022. Net costs of estimated costs of issuance.

# Restructuring Scenario 2 – Debt Service Comparison

| Date         | New Debt Service       | + Unrefunded Debt Service | = New Net Debt Service vs. | Old Net Debt Service   | = Savings             |
|--------------|------------------------|---------------------------|----------------------------|------------------------|-----------------------|
| 04/01/2022   | -                      | 71,400.00                 | 71,400.00                  | 71,400.00              | -                     |
| 04/01/2023   | 1,571,726.66           | 5,909,350.00              | 7,481,076.66               | 7,480,420.00           | (656.66)              |
| 04/01/2024   | 7,122,633.50           | 2,326,028.00              | 9,448,661.50               | 3,897,098.00           | (5,551,563.50)        |
| 04/01/2025   | 12,001,814.50          | 142,800.00                | 12,144,614.50              | 1,713,870.00           | (10,430,744.50)       |
| 04/01/2026   | 11,998,237.50          | 142,800.00                | 12,141,037.50              | 1,713,870.00           | (10,427,167.50)       |
| 04/01/2027   | 8,736,000.00           | 3,401,445.00              | 12,137,445.00              | 4,972,515.00           | (7,164,930.00)        |
| 04/01/2028   | -                      | 900,045.00                | 900,045.00                 | 7,032,235.00           | 6,132,190.00          |
| 04/01/2029   | -                      | -                         | -                          | 6,972,175.00           | 6,972,175.00          |
| 04/01/2030   | -                      | -                         | -                          | 6,912,270.00           | 6,912,270.00          |
| 04/01/2031   | -                      | -                         | -                          | 6,862,750.00           | 6,862,750.00          |
| 04/01/2032   | -                      | -                         | -                          | 6,800,125.00           | 6,800,125.00          |
| 04/01/2033   | -                      | -                         | -                          | 6,739,875.00           | 6,739,875.00          |
| 04/01/2034   | -                      | -                         | -                          | 850,750.00             | 850,750.00            |
| <b>Total</b> | <b>\$41,430,412.16</b> | <b>\$12,893,868.00</b>    | <b>\$54,324,280.16</b>     | <b>\$62,019,353.00</b> | <b>\$7,695,072.84</b> |

## PV Analysis Summary (Net to Net)

|   |                       |
|---|-----------------------|
| Gross PV Debt Service Savings                           | 4,911,264.98          |
| Net PV Cashflow Savings @ 1.748%(AIC)                   | 4,911,264.98          |
| Transfers from Prior Issue Debt Service Fund            | (785,535.00)          |
| Contingency or Rounding Amount                          | 3,023.76              |
| <b>Net Present Value Benefit</b>                        | <b>\$4,128,753.74</b> |
| <b>Net PV Benefit / \$35,775,000 Refunded Principal</b> | <b>11.541%</b>        |

Incorporates a \$1,150,000 Make Whole Payment on the 2015C Bonds and \$260,557 of Negative Arbitrage on the 2015D Bonds



# Savings Comparison

## Scenario 1

|                                 | <u>August 2021</u> | <u>January 2022</u> |
|---------------------------------|--------------------|---------------------|
| Total savings                   | \$8,068,265        | \$8,074,546         |
| Present value savings           | 5,032,447          | 4,756,914           |
| PV savings as % of refunded par | 13.45%             | 12.64%              |
| Make whole call on 2015C Bonds  | 1,510,000          | 1,150,000           |
| Blended All in Cost             | 1.42%              | 1.64%               |

## Scenario 2

|                                 |             |             |
|---------------------------------|-------------|-------------|
| Total savings                   | \$7,603,519 | \$7,695,073 |
| Present value savings           | 4,810,801   | 4,128,753   |
| PV savings as % of refunded par | 13.48%      | 11.54%      |
| Make whole call on 2015C Bonds  | 1,630,000   | 1,150,000   |
| Blended All in Cost             | 1.28%       | 1.75%       |





## Breakeven Analyses

- ▶ The breakeven point between the **partially taxable** 2022 restructuring option (Scenario 2) and the **all-tax-exempt** restructuring option (Scenario 1) in 2023 and 2024 is 2.00%
  - ▶ If tax-exempt rates increase by more than 2.00% between March of 2022 and February 2023/June 2024, the College would be better off issuing the restructuring bonds this year



## Preliminary Timeline for Refunding Bonds in 2022

|                       |   |
|-----------------------|---|
| <b>January 25</b>     | Provide the Board with an update            |
| <b>By February 22</b> | College secures credit rating               |
| <b>~March 1</b>       | Bonds sold; delegates approve final results |
| <b>~March 22</b>      | Bonds close                                 |



# Disclosure

The information contained herein is solely intended to suggest/discuss potentially applicable financing applications and is not intended to be a specific buy/sell recommendation, nor is it an official confirmation of terms. Any terms discussed herein are preliminary until confirmed in a definitive written agreement.

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## Refunding Considerations

- ▶ A traditional refunding incorporates the following considerations:
  - ▶ The length of time between now and the **call date** on a callable bond issue (date on which an issuer may pay off the remaining principal of a bond issue)
  - ▶ Refunding restrictions (IRS)
  - ▶ Interest rates on the refunding
  - ▶ Investment rates in the escrow for the refunded bonds
- ▶ A **make whole call** provision requires additional considerations



## Refunding Definitions and Limitations

- ▶ The District may refund or restructure bonds on a **taxable basis** at any time, or it may issue **tax-exempt current refunding** bonds (within 90 days of the call date and after)
- ▶ A Federal tax law change is necessary to allow for a **tax-exempt advance refunding** for bonds originally issued for new money
  - ▶ An advance refunding is a refunding that closes more than 90 days before the call date



# Existing Debt Service on Bonds

## General Obligation Bonds Debt Service

| Lew Year             | Fiscal Year | \$11,505,000 Taxable GO Community College Bonds (BABs), Series 2010A |  | \$17,805,000 GO Community College Bonds, Series 2014B Series 2015C Series 2015D |   | \$7,280,000 GO Community College Refunding Bonds, Series 2015E |   | \$15,895,000 GO Community College Refunding Bonds, Series 2017A Series 2017C |               | Total General Obligation Bonds Debt Service | EAV           | Growth Rate      | B&I Tax Rate |        |
|----------------------|-------------|--|--|---|---|--|---|--|---------------|---|---------------|------------------|--------------|--------|
|                      |             | Estimated 35% BAB Payment on Bonds, Series 2010A                     | \$9,775,000 GO Refunding Bonds, Series 2014B | Community College Bonds, Series 2015C   | \$22,170,000 GO Community College Bonds, Series 2015D | College Refunding Bonds, Series 2015E                          | \$21,730,000 GO Refunding Bonds, Series 2017A | Community College Refunding Bonds, Series 2017C                              | Total         |   |               |                  |              |        |
| 2017                 | 2019        | \$ 627,375   | \$ (88,334)                                  | \$ 1,197,284  | \$ 605,370  | \$ 1,108,500   | \$ 215,100                                    | \$ 6,743,800   | \$ 1,733,024  | \$ 12,142,119                               | \$ 12,142,119 | \$ 5,617,226,123 | 2.43%        | 0.2162 |
| 2018                 | 2020        | 1,868,625  | (81,769)                                     | 4,446,000   | 605,370   | 1,108,500  | 215,100                                       | 3,166,000  | 816,233       | 12,144,059                                  | 12,144,059    | 5,786,184,094    | 3.01%        | 0.2099 |
| 2019                 | 2021        | 1,822,788  | (51,726)                                     | 4,339,125   | 605,370   | 1,108,500  | 215,100                                       | 3,164,250  | 940,729       | 12,144,136                                  | 12,144,136    | 6,087,389,555    | 5.21%        | 0.1995 |
| 2020                 | 2022        | 1,056,500  | (19,775)                                     | -   | 605,370   | 1,108,500  | 215,100                                       | 3,165,750  | 6,012,498     | 12,143,943                                  | 12,143,943    | 6,373,157,081    | 4.69%        | 0.1905 |
| 2021                 | 2023        | -  | -  | -   | 605,370   | 1,108,500  | 4,662,375                                     | -  | 5,766,550     | 12,142,795                                  | 12,142,795    | 6,500,620,223    | 2.00%        | 0.1868 |
| 2022                 | 2024        | -  | -  | -   | 605,370   | 1,108,500  | 2,694,825                                     | -  | 2,183,228     | 6,591,923                                   | 6,591,923     | 6,630,632,627    | 2.00%        | 0.0994 |
| 2023                 | 2025        | -  | -  | -   | 605,370   | 1,108,500  | -   | -  | -             | 1,713,870                                   | 1,713,870     | 6,763,245,280    | 2.00%        | 0.0253 |
| 2024                 | 2026        | -  | -  | -   | 605,370   | 1,108,500  | -   | -  | -             | 1,713,870                                   | 1,713,870     | 6,898,510,185    | 2.00%        | 0.0248 |
| 2025                 | 2027        | -  | -  | -   | 3,864,015   | 1,108,500  | -   | -  | -             | 4,972,515                                   | 4,972,515     | 7,036,480,389    | 2.00%        | 0.0707 |
| 2026                 | 2028        | -  | -  | -   | 5,923,735   | 1,108,500  | -   | -  | -             | 7,032,235                                   | 7,032,235     | 7,177,209,997    | 2.00%        | 0.0980 |
| 2027                 | 2029        | -  | -  | -   | 5,863,675   | 1,108,500  | -   | -  | -             | 6,972,175                                   | 6,972,175     | 7,320,754,197    | 2.00%        | 0.0952 |
| 2028                 | 2030        | -  | -  | -   | 3,366,270   | 3,546,000  | -   | -  | -             | 6,912,270                                   | 6,912,270     | 7,467,169,281    | 2.00%        | 0.0926 |
| 2029                 | 2031        | -  | -  | -   | -   | 6,862,750  | -   | -  | -             | 6,862,750                                   | 6,862,750     | 7,616,512,666    | 2.00%        | 0.0901 |
| 2030                 | 2032        | -  | -  | -   | -   | 6,800,125  | -   | -  | -             | 6,800,125                                   | 6,800,125     | 7,768,842,919    | 2.00%        | 0.0875 |
| 2031                 | 2033        | -  | -  | -   | -   | 6,739,875  | -   | -  | -             | 6,739,875                                   | 6,739,875     | 7,924,219,778    | 2.00%        | 0.0851 |
| 2032                 | 2034        | -  | -  | -   | -   | 850,750  | -   | -  | -             | 850,750                                     | 850,750       | 8,082,704,173    | 2.00%        | 0.0105 |
| 2033                 | 2035        | -  | -  | -   | -   | -  | -   | -  | -             | -   | -             | 8,244,358,257    | 2.00%        | 0.0000 |
| 2034                 | 2036        | -  | -  | -   | -   | -  | -   | -  | -             | -   | -             | 8,409,245,422    | 2.00%        | 0.0000 |
| 2035                 | 2037        | -  | -  | -   | -   | -  | -   | -  | -             | -   | -             | 8,577,430,330    | 2.00%        | 0.0000 |
| 2036                 | 2038        | -  | -  | -   | -   | -  | -   | -  | -             | -   | -             | 8,748,978,937    | 2.00%        | 0.0000 |
| 2037                 | 2039        | -  | -  | -   | -   | -  | -   | -  | -             | -   | -             | 8,923,958,516    | 2.00%        | 0.0000 |
| 2038                 | 2040        | -  | -  | -   | -   | -  | -   | -  | -             | -   | -             | 9,102,437,686    | 2.00%        | 0.0000 |
| 2039                 | 2041        | -  | -  | -   | -   | -  | -   | -  | -             | -   | -             | 9,284,486,440    | 2.00%        | 0.0000 |
| 2040                 | 2042        | -  | -  | -   | -   | -  | -   | -  | -             | -   | -             | 9,470,176,169    | 2.00%        | 0.0000 |
| <b>Total DS From</b> |             |  |  |   |   |  |   |  |               |   |               |                  |              |        |
| <b>Current FY:</b>   |             | \$ 1,056,500   | \$ (19,775)                                  | \$ -  | \$ 22,044,545   | \$ 33,667,500  | \$ 7,572,300                                  | \$ 3,165,750   | \$ 13,962,276 | \$ 81,449,096                               | \$ 81,449,096 |                  |              |        |



# Restructuring Scenario 1

## General Obligation Bonds Debt Service

| Levy Year                        | Fiscal Year | \$11,505,000 Taxable GO Community College Bonds (BABs), Series 2010A |                                  | \$9,775,000 GO Refunding Bonds, Series 2014B |  | \$17,805,000 GO Community College Bonds, Series 2015C |                                  | \$7,280,000 GO Community Refunding Bonds, Series 2015E |               | \$15,895,000 GO Community College Bonds, Series 2017A |               | PROPOSED \$17 Million Refunding Bonds, Series 2023 (2015C) (2) | PROPOSED \$22 Million Refunding Bonds, Series 2024 (2015D) (2) | Total General Obligation Bonds Debt Service | EAV           | Growth Rate      | B&I Tax Rate |        |
|----------------------------------|-------------|--|----------------------------------|--|--|---|----------------------------------|--|---------------|---|---------------|--|--|---|---------------|------------------|--------------|--------|
|                                  |             | Estimated 35% BAB Payment on 2010A Bonds (1)                         | GO Refunding Bonds, Series 2014B | College Bonds, Series 2015C                  | GO Community College Bonds, Series 2015D | College Refunding Bonds, Series 2015E                 | GO Refunding Bonds, Series 2017A | College Bonds, Series 2017C                            | Total         |   |               |  |  |   |               |                  |              |        |
| 2017                             | 2019        | \$ 627,375   | \$ (88,334)                      | \$ 1,197,284                                 | \$ 605,370                               | \$ 1,108,500  | \$ 215,100                       | \$ 6,743,800   | \$ 1,733,024  | \$ -  | \$ -          | \$ -   | \$ -   | \$ 12,142,119                               | \$ 12,142,119 | \$ 5,617,226,123 | 2.43%        | 0.2162 |
| 2018                             | 2020        | 1,868,625  | (81,769)                         | 4,446,000                                    | 605,370                                  | 1,108,500   | 215,100                          | 3,166,000  | 816,233       | -   | -             | -  | -  | 12,144,069                                  | 12,144,069    | 6,786,184,094    | 3.04%        | 0.2099 |
| 2019                             | 2021        | 1,822,788  | (51,726)                         | 4,339,125                                    | 605,370                                  | 1,108,500   | 215,100                          | 3,164,250  | 940,729       | -   | -             | -  | -  | 12,144,136                                  | 12,144,136    | 6,087,389,555    | 5.24%        | 0.1995 |
| 2020                             | 2022        | 1,056,500  | (19,775)                         | -  | 605,370                                  | 1,108,500   | 215,100                          | 3,165,750  | 6,012,498     | -   | -             | -  | -  | 12,143,943                                  | 12,143,943    | 6,373,157,081    | 4.69%        | 0.1905 |
| 2021                             | 2023        | -  | -                                | -  | 605,370                                  | 1,108,500   | 4,662,375                        | -  | 5,766,550     | -   | -             | -  | -  | 12,142,795                                  | 12,142,795    | 6,500,620,223    | 2.00%        | 0.1868 |
| 2022                             | 2024        | -  | -                                | -  | 80,240                                   | 1,108,500   | 2,694,825                        | -  | 2,183,228     | -   | -             | 6,077,583  | -  | 12,144,376                                  | 12,144,376    | 6,630,632,627    | 2.00%        | 0.1832 |
| 2023                             | 2025        | -  | -                                | -  | 80,240                                   | 1,108,500   | -                                | -  | -             | -   | 10,956,400    | -  | 12,145,140   | 12,145,140                                  | 6,763,245,280 | 2.00%            | 0.1796       |        |
| 2024                             | 2026        | -  | -                                | -  | 80,240                                   | -   | -                                | -  | -             | -   | -             | 12,062,600   | 12,142,840   | 12,142,840                                  | 12,142,840    | 6,898,510,185    | 2.00%        | 0.1760 |
| 2025                             | 2027        | -  | -                                | -  | 2,400,120                                | -   | -                                | -  | -             | -   | -             | 9,743,800  | 12,143,920   | 12,143,920                                  | 12,143,920    | 7,036,480,389    | 2.00%        | 0.1726 |
| 2026                             | 2028        | -  | -                                | -  | -  | -   | -                                | -  | -             | -   | -             | 514,800  | 514,800  | 514,800                                     | 514,800       | 7,177,209,997    | 2.00%        | 0.0072 |
| 2027                             | 2029        | -  | -                                | -  | -  | -   | -                                | -  | -             | -   | -             | -  | -  | -   | -             | 7,320,754,197    | 2.00%        | 0.0000 |
| 2028                             | 2030        | -  | -                                | -  | -  | -   | -                                | -  | -             | -   | -             | -  | -  | -   | -             | 7,467,169,281    | 2.00%        | 0.0000 |
| 2029                             | 2031        | -  | -                                | -  | -  | -   | -                                | -  | -             | -   | -             | -  | -  | -   | -             | 7,616,512,666    | 2.00%        | 0.0000 |
| 2030                             | 2032        | -  | -                                | -  | -  | -   | -                                | -  | -             | -   | -             | -  | -  | -   | -             | 7,768,842,919    | 2.00%        | 0.0000 |
| 2031                             | 2033        | -  | -                                | -  | -  | -   | -                                | -  | -             | -   | -             | -  | -  | -   | -             | 7,924,219,778    | 2.00%        | 0.0000 |
| 2032                             | 2034        | -  | -                                | -  | -  | -   | -                                | -  | -             | -   | -             | -  | -  | -   | -             | 8,082,704,173    | 2.00%        | 0.0000 |
| 2033                             | 2035        | -  | -                                | -  | -  | -   | -                                | -  | -             | -   | -             | -  | -  | -   | -             | 8,244,358,257    | 2.00%        | 0.0000 |
| 2034                             | 2036        | -  | -                                | -  | -  | -   | -                                | -  | -             | -   | -             | -  | -  | -   | -             | 8,409,245,422    | 2.00%        | 0.0000 |
| 2035                             | 2037        | -  | -                                | -  | -  | -   | -                                | -  | -             | -   | -             | -  | -  | -   | -             | 8,577,430,330    | 2.00%        | 0.0000 |
| 2036                             | 2038        | -  | -                                | -  | -  | -   | -                                | -  | -             | -   | -             | -  | -  | -   | -             | 8,748,978,937    | 2.00%        | 0.0000 |
| 2037                             | 2039        | -  | -                                | -  | -  | -   | -                                | -  | -             | -   | -             | -  | -  | -   | -             | 8,923,958,516    | 2.00%        | 0.0000 |
| 2038                             | 2040        | -  | -                                | -  | -  | -   | -                                | -  | -             | -   | -             | -  | -  | -   | -             | 9,102,437,686    | 2.00%        | 0.0000 |
| 2039                             | 2041        | -  | -                                | -  | -  | -   | -                                | -  | -             | -   | -             | -  | -  | -   | -             | 9,284,486,440    | 2.00%        | 0.0000 |
| 2040                             | 2042        | -  | -                                | -  | -  | -   | -                                | -  | -             | -   | -             | -  | -  | -   | -             | 9,470,176,169    | 2.00%        | 0.0000 |
| <b>Total DS From Current FY:</b> |             | \$ 1,056,500   | \$ (19,775)                      | \$ -   | \$ 3,851,580                             | \$ 4,434,000  | \$ 7,572,300                     | \$ 3,165,750   | \$ 13,962,276 | \$ 17,033,983   | \$ 22,321,200 | \$ 73,377,814  | \$ 73,377,814  | \$ 73,377,814                               | \$ 73,377,814 |                  |              |        |

Refunded Bonds

(1) Rates based upon market conditions as of January 7, 2022 and recent bond sales which PMA believes to be accurate and reliable.



# Restructuring Scenario 2

## General Obligation Bonds Debt Service

| Levy Year                        | Fiscal Year | \$11,505,000 Taxable GO Community College Bonds (BABs), Series |  | \$17,805,000 GO Community College Bonds, Series |                                  | \$7,280,000 GO Community College Refunding Bonds, Series |                                  | \$15,895,000 GO Community College Refunding Bonds, Series |                                  | PROPOSED \$13 Million Refunding Bonds, Series 2022 (2015C) | PROPOSED \$25 Million Taxable Refunding Bonds, Series 2022 (2015D) | Total General Obligation Bonds Debt Service | EAV           | Growth Rate      | B&I Tax Rate |        |
|----------------------------------|-------------|--|--|---|----------------------------------|--|----------------------------------|---|----------------------------------|--|--|---|---------------|------------------|--------------|--------|
|                                  |             | 2010A  | Estimated 35% BAB Payment on 2010A Bonds (1) | GO Refunding Bonds, Series 2014B                | GO Refunding Bonds, Series 2015C | GO Refunding Bonds, Series 2015D                         | GO Refunding Bonds, Series 2015E | GO Refunding Bonds, Series 2017A                          | GO Refunding Bonds, Series 2017C | (2)  | (2)  |   |               |                  |              | Total  |
| 2017                             | 2019        | \$ 627,375   | \$ (88,331)                                  | \$ 1,197,281                                    | \$ 605,370                       | \$ 1,108,500   | \$ 215,100                       | \$ 6,743,800  | \$ 1,733,024                     | \$ -   | \$ -   | \$ 12,142,119                               | \$ 12,142,119 | \$ 5,617,226,123 | 2.43%        | 0.2162 |
| 2018                             | 2020        | 1,868,625  | (81,769)                                     | 4,446,000                                       | 605,370                          | 1,108,500  | 215,100                          | 3,166,000   | 816,233                          | -  | -  | 12,144,059                                  | 12,144,059    | 5,786,184,091    | 3.01%        | 0.2099 |
| 2019                             | 2021        | 1,822,788  | (51,726)                                     | 4,339,125                                       | 605,370                          | 1,108,500  | 215,100                          | 3,164,250   | 940,729                          | -  | -  | 12,144,136                                  | 12,144,136    | 6,087,389,555    | 5.21%        | 0.1995 |
| 2020                             | 2022        | 1,056,500  | (19,775)                                     | -   | 605,370                          | 1,108,500  | 215,100                          | 3,165,750   | 6,012,498                        | -  | -  | 12,143,943                                  | 12,143,943    | 6,373,157,081    | 4.69%        | 0.1905 |
| 2021                             | 2023        | -  | -  | -   | 143,480                          | -  | -                                | 4,662,375   | -                                | 442,833  | 1,128,893  | 12,144,132                                  | 12,144,132    | 6,500,620,223    | 2.00%        | 0.1868 |
| 2022                             | 2024        | -  | -  | -   | 143,480                          | -  | -                                | 2,694,825   | -                                | 531,400  | 6,591,234  | 12,144,167                                  | 12,144,167    | 6,630,632,627    | 2.00%        | 0.1832 |
| 2023                             | 2025        | -  | -  | -   | 143,480                          | -  | -                                | -   | -                                | 531,400  | 11,470,415   | 12,145,295                                  | 12,145,295    | 6,763,245,280    | 2.00%        | 0.1796 |
| 2024                             | 2026        | -  | -  | -   | 143,480                          | -  | -                                | -   | -                                | 5,416,400  | 6,581,838  | 12,141,718                                  | 12,141,718    | 6,898,510,185    | 2.00%        | 0.1760 |
| 2025                             | 2027        | -  | -  | -   | 3,402,125                        | -  | -                                | -   | -                                | 8,736,000  | -  | 12,138,125                                  | 12,138,125    | 7,036,480,389    | 2.00%        | 0.1725 |
| 2026                             | 2028        | -  | -  | -   | 920,385                          | -  | -                                | -   | -                                | -  | -  | 920,385                                     | 920,385       | 7,177,209,997    | 2.00%        | 0.0128 |
| 2027                             | 2029        | -  | -  | -   | -                                | -  | -                                | -   | -                                | -  | -  | -   | -             | 7,320,754,197    | 2.00%        | 0.0000 |
| 2028                             | 2030        | -  | -  | -   | -                                | -  | -                                | -   | -                                | -  | -  | -   | -             | 7,467,169,281    | 2.00%        | 0.0000 |
| 2029                             | 2031        | -  | -  | -   | -                                | -  | -                                | -   | -                                | -  | -  | -   | -             | 7,616,512,666    | 2.00%        | 0.0000 |
| 2030                             | 2032        | -  | -  | -   | -                                | -  | -                                | -   | -                                | -  | -  | -   | -             | 7,768,842,919    | 2.00%        | 0.0000 |
| 2031                             | 2033        | -  | -  | -   | -                                | -  | -                                | -   | -                                | -  | -  | -   | -             | 7,924,219,778    | 2.00%        | 0.0000 |
| 2032                             | 2034        | -  | -  | -   | -                                | -  | -                                | -   | -                                | -  | -  | -   | -             | 8,082,704,173    | 2.00%        | 0.0000 |
| 2033                             | 2035        | -  | -  | -   | -                                | -  | -                                | -   | -                                | -  | -  | -   | -             | 8,244,358,257    | 2.00%        | 0.0000 |
| 2034                             | 2036        | -  | -  | -   | -                                | -  | -                                | -   | -                                | -  | -  | -   | -             | 8,409,245,422    | 2.00%        | 0.0000 |
| 2035                             | 2037        | -  | -  | -   | -                                | -  | -                                | -   | -                                | -  | -  | -   | -             | 8,577,430,330    | 2.00%        | 0.0000 |
| 2036                             | 2038        | -  | -  | -   | -                                | -  | -                                | -   | -                                | -  | -  | -   | -             | 8,748,978,937    | 2.00%        | 0.0000 |
| 2037                             | 2039        | -  | -  | -   | -                                | -  | -                                | -   | -                                | -  | -  | -   | -             | 8,923,958,516    | 2.00%        | 0.0000 |
| 2038                             | 2040        | -  | -  | -   | -                                | -  | -                                | -   | -                                | -  | -  | -   | -             | 9,102,437,686    | 2.00%        | 0.0000 |
| 2039                             | 2041        | -  | -  | -   | -                                | -  | -                                | -   | -                                | -  | -  | -   | -             | 9,284,486,440    | 2.00%        | 0.0000 |
| 2040                             | 2042        | -  | -  | -   | -                                | -  | -                                | -   | -                                | -  | -  | -   | -             | 9,470,176,169    | 2.00%        | 0.0000 |
| <b>Total DS From Current FY:</b> |             | \$ 1,056,500   | \$ (19,775)                                  | \$ -  | \$ 5,501,800                     | \$ 1,108,500   | \$ 7,572,300                     | \$ 3,165,750  | \$ 13,962,276                    | \$ 15,658,033  | \$ 25,772,379  | \$ 73,777,763                               | \$ 73,777,763 |                  |              |        |

Refunded Bonds

(1) Rates based upon market conditions as of January 7, 2022 and recent bond sales which PMA believes to be accurate and reliable.



**Illinois Community College District #511  
Rock Valley College  
3301 North Mulford Road  
Rockford, IL 61114**

**Board of Trustees Special Meeting – Collective Bargaining Agreement with  
Support Staff Association (SSA)**

**December 7, 2021  
5:15 p.m.**

**MINUTES**

*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 at <https://rockvalleycollege-edu.zoom.us/j/98141852835?pwd=bEJkb3E1U05TZWQrS3FiRHg2WEtQdz09> or by phone at 312-626-6799 using **Meeting ID: 981 4185 2835, Passcode: 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](mailto:RVC-BoardPC@rockvalleycollege.edu) by 3:15 p.m. on December 7, 2021. Public comments submitted via email will be announced during the public comment portion of the meeting.*

**Call to Order**

The Special meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened via remote video conference on Tuesday, December 7, 2021 at 5:15 p.m. Board Chair Jarid Funderburg called the meeting to order.

**Roll Call**

The following trustees were present:

Mr. Jarid Funderburg

Ms. Lynn Kearney

Mr. Bob Trojan

Student Trustee Evelyn Molina

Mr. Paul Gorski

Ms. Gloria Cudia

Mr. John Nelson

The following trustee was absent at roll call: Ms. Crystal Soltow

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Interim Vice President Academic Affairs/Chief Academic Officer; Mr. Jim Handley, Vice President Human Resources; Ms. Ellen Olson, Vice President Finance/Chief Financial Officer; Ms. Heather Snider, Vice President Institutional Effectiveness and Communications; Dr. Patrick Peyer, Vice President Student Affairs; Mr. Keith Barnes, Vice President Equity and Inclusion; Mr. Rick Jenks, Vice President Operations/Chief Operations Officer; Ms. Jennifer Thompson, Executive Director College Communications; Ms. Ann Kerwitz; Assistant to the President; Ms. Kris Fuchs; Assistant to the

President; Attorney Christopher Gorman, Robbins Schwartz; Attorney Joseph Perkoski, Robbins Schwartz.

**Communications and Petitions (Public Comment)**

No communications or petitions were presented.

**Adjourn to Closed Session**

At 5:17 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, to adjourn to closed session to discuss collective negotiating matters per Section 2 (c) (2) of the Illinois Open Meetings Act.

The motion was approved by unanimous roll call vote.

**Reconvene Open Session**

At 5:37 p.m., a motion was made by Trustee Nelson, seconded by Trustee Kearney, to reconvene to open session. The motion was approved by unanimous roll call vote.

**Action as a Result of Closed Session**

**Approve 2021-2027 Collective Bargaining Agreement with the Rock Valley College Support Staff Association (SSA).**

A motion was made by Trustee Gorski, seconded by Trustee Kearney, to approve the 2021-2027 Collective Bargaining Agreement with the Rock Valley College Support Staff Association (SSA).

There was no discussion. The motion was approved by unanimous roll call vote.

**Next Meeting**

The next Regular meeting of the Board of Trustees will be held December 21, 2021 at 5:15 p.m. The remote meeting will be held via teleconference.

The next Committee of the Whole meetings will be held Tuesday, December 7, 2021 at 5:30 p.m. and Tuesday, January 11, 2022 at 5:15 p.m. The remote meetings will be held via teleconference.

**Adjournment**

There being no further business to come before the Board, at 5:40 p.m., a motion to adjourn was made by Trustee Gorski, seconded by Trustee Kearney. The motion was approved by unanimous roll call vote.

Submitted by Ann Kerwitz

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Robert Trojan, Secretary

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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, December 7, 2021**  
**MINUTES**

*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=bEJkb3E1U05TZWOrS3FiRHg2WEtOdz09> 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](mailto: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.

**Call to Order**

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was called to order at 5:42 p.m. by Chairperson Jarid Funderburg.

**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                    | Mr. Robert Trojan |
| Ms. Evelyn Molina, Student Trustee |                   |

The following Trustee was absent at roll call: Ms. Crystal Soltow

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; Attorney Joseph Perkoski, Robbins Schwartz; Attorney Matthew Gardner, Robbins Schwartz; Attorney Christopher Gorman, 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 November 9, 2021 Board of Trustees Committee of the Whole meeting.

## **General Presentations**

**Advanced Technology Center (ATC) Phase II:** Mr. Rick Jenks, vice president of operations, presented an update on the ATC Phase II. Phase II plans are to move the existing Automotive Program to the ATC and add an electric vehicle repair program to the automotive program. RVC would develop a forklift training certification, a warehousing supply chain program, and move Truck Driver Training (TDT) to the ATC. The Phase II goals for the ATC are to ensure the curriculum is developed before the final design of new space is completed; work with internal and external stakeholders to establish a proper curriculum to provide current and future needs are being met; develop bid documents that are comprehensive and minimize change orders and construction delays, and to have a single point of contact for the project, that being the chief operations officer (COO). Mr. Jenks provided two options for a timeline. Timeline option one would be if no building addition would be needed at the ATC. Timeline option two would be if RVC added an addition to the ATC. Timeline one would run from April/May 2022 to August of 2022. Timeline option two would run from April 2022 through August 2023. Discussion ensued.

## **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 explained that spring enrollment was at 80% to the goal of the budget. Spring credit hours are at 39,059, which is 4.78% below last year's spring enrollment. Trustee Trojan asked the cut-off date for spring enrollment, and Ms. Snider answered on January 7, 2022. Discussion ensued.

### **2. Academic Affairs Strategic Plan**

Dr. Amanda Smith, interim vice president of academic affairs, presented the academic affairs strategic plan for 2021-2024. RVC 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. Dr. Smith explained the four strategic goals: Increase access to post-secondary education and training; develop programs and pathways that respond to community and regional needs; ensure a quality learning environment that increases attainment and completion rates; utilize technology to advance and support teaching and learning. Dr. Smith further explained the initiatives and strategies for each of the four goals. Discussion ensued.

### **3. Workforce Equity Initiative (WEI) Grant Report**

Dr. Smith presented the Workforce Equity Initiative Grant report. Dr. Smith explained the WEI Grant goals and what WEI programs are offered at RVC. In Grant One, which ran from September 18, 2019, through June 30, 2021, 142 students were served; 117 student completions; 55 students were

employed, and 60% were African American students. In Grant Two, which ran from November 1, 2020, through September 30, 2021, 109 students were served; 81 student completions; 50 students employed, and 57% were African American students. Grant Three will run from December 1, 2021, through December 31, 2022. RVC's application has been submitted. The accelerated programs proposed in Grant Three are TechWorks CNC, TechWorks Cold Forming, Industrial Welding, Mechatronics, Truck Driver Training, Dental Assistant, and Medical Billing/Coding.

**4. Illinois Community College Board (ICCB) Economic Impact Study Report / Part 2: Employees and Community**

Ms. Snider presented part two of the ICCB Economic Impact Study (EIS) Report on employees and the community. Ms. Snider explained the study collaborators, EIS Components, and the Economic Impact Model direct and indirect effects. Direct effects consist of employment, payroll, and purchases of goods and services made directly by the college. Indirect effects are business-to-business purchases in the supply chain initiated by an initial purchase made by the college. Ms. Snider reviewed the operational employment impact and the operational expenditures output for fiscal year 2020 illustrating how RVC contributes to the region. Discussion ensued.

**5. Linking Talent with Opportunity Program (LTO) Dual Credit (DC) Memorandum of Understanding (MOU) Between Rock Valley College and Hononegah Community High School District #207**

Dr. Smith discussed the LTO Dual Credit MOU between Rock Valley College and Hononegah Community High School District #207. 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. The MOU will end on June 30, 2022. Trustee Trojan wanted to know if this is the first time Hononegah Community High School District # 207 has used the program. Dr. Smith answered yes.

**Finance Discussion: Board Liaison Trustee Soltow**

**1. Purchase Reports**

Ms. Ellen Olson presented the purchase reports.

***Purchase Report A – FY 2022 Purchases:***

|  |                                    |                 |                   |
|--|------------------------------------|-----------------|-------------------|
| <b>A. Classroom Captioning – (Accommodations &amp; Auxiliary Aid: Disability Services)</b> |                                    |                 |                   |
| 1.   | Classroom Captioning               | Monument, CO    | \$ 24,500.00 (1)* |
|  |                                    |                 | Not to Exceed     |
|  | Alternative Communication Services | Lombard, IL     | \$ 36,750.00      |
|  | Caption Access                     | Cary, IL        | \$ 41,250.00      |
| <b>B. Printing – (HEERF: General Institutional Expenses)</b>                               |                                    |                 |                   |
| 2.   | 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      |

***Purchase Report B – FY 2022 Advanced Technology Center (ATC) Change Orders:***

|   |                        |              |                   |
|---|------------------------|--------------|-------------------|
| <b>A. Advanced Technology Center – (Operations &amp; Maintenance Fund: ATC)</b> |                        |              |                   |
| 1.  | Stenstrom Construction | Rockford, IL | \$ <1,710.00>(1)* |
| <b>B. Advanced Technology Center – (Operations &amp; Maintenance Fund: ATC)</b> |                        |              |                   |

|     |   |              |    |                 |
|-----|---|--------------|----|-----------------|
| 2.  | Stenstrom Construction  | Rockford, IL | \$ | 9,879.00 (2)*   |
| C.  | Advanced Technology Center – (Operations & Maintenance Fund: ATC) |              |    |                 |
| 3.  | Stenstrom Construction  | Rockford, IL | \$ | 214.00 (3)*     |
| D.  | Advanced Technology Center – (Operations & Maintenance Fund: ATC) |              |    |                 |
| 4.  | Stenstrom Construction  | Rockford, IL | \$ | <4,375.00>(4)*  |
| E.  | Advanced Technology Center – (Operations & Maintenance Fund: ATC) |              |    |                 |
| 5.  | Stenstrom Construction  | Rockford, IL | \$ | 2,253.00 (5)*   |
| F.  | Advanced Technology Center – (Operations & Maintenance Fund: ATC) |              |    |                 |
| 6.  | Stenstrom Construction  | Rockford, IL | \$ | 6,833.00 (6)*   |
| G.  | Advanced Technology Center – (Operations & Maintenance Fund: ATC) |              |    |                 |
| 7.  | Stenstrom Construction  | Rockford, IL | \$ | 8,932.00 (7)*   |
| H.  | Advanced Technology Center – (Operations & Maintenance Fund: ATC) |              |    |                 |
| 8.  | Stenstrom Construction  | Rockford, IL | \$ | 5,203.00 (8)*   |
| I.  | Advanced Technology Center – (Operations & Maintenance Fund: ATC) |              |    |                 |
| 9.  | Stenstrom Construction  | Rockford, IL | \$ | 1,412.00 (9)*   |
| J.  | Advanced Technology Center – (Operations & Maintenance Fund: ATC) |              |    |                 |
| 10. | Stenstrom Construction  | Rockford, IL | \$ | 2,794.00 (10)*  |
| K.  | Advanced Technology Center – (Operations & Maintenance Fund: ATC) |              |    |                 |
| 11. | Stenstrom Construction  | Rockford, IL | \$ | 24,053.00 (11)* |
| L.  | Advanced Technology Center – (Operations & Maintenance Fund: ATC) |              |    |                 |
| 12. | Stenstrom Construction  | Rockford, IL | \$ | 5,517.00 (12)*  |
| M.  | Advanced Technology Center – (Operations & Maintenance Fund: ATC) |              |    |                 |
| 13. | Stenstrom Construction  | Rockford, IL | \$ | 4,576.00 (13)*  |
| N.  | Advanced Technology Center – (Operations & Maintenance Fund: ATC) |              |    |                 |
| 14. | Stenstrom Construction  | Rockford, IL | \$ | 6,743.00 (14)*  |
| O.  | Advanced Technology Center – (Operations & Maintenance Fund: ATC) |              |    |                 |
| 15. | Stenstrom Construction  | Rockford, IL | \$ | 1,161.00 (15)*  |
| P.  | Advanced Technology Center – (Operations & Maintenance Fund: ATC) |              |    |                 |
| 16. | Stenstrom Construction  | Rockford, IL | \$ | 26,777.00 (16)* |

## 2. 2021 Tax Levy and Certifying Compliance

Ms. Olson stated that the board approved the estimated taxes last month, and there were no changes. Ms. Olson explained 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 will be held on December 21, 2021, at 5:15 p.m. A notice was

published within 14 days of the Truth-in-Taxation Hearing. Trustee Nelson wanted to confirm that the tax levy had to be approved at the next board meeting. Ms. Olson answered yes. There were no further questions.

### **3. Summary of FY 2022 Estimated Revenues by Source for Rock Valley College**

Ms. Olson stated that each year the Chief Financial Officer for RVC is required to certify the upcoming year's estimated revenues by their source. Ms. Olson explained each of the sources and the estimated revenues.

### **4. Cash and Investment**

Ms. Olson presented the cash and investment report through November 30, 2021. Total operating cash and investments are \$71,696,104. Total capital funds are \$23,491,608. The change in the operating cash and investments since October 31, 2021, is \$767,973. Ms. Olson stated that as of November 30, 2021, the total operating cash and investments funds were at 65.92% of the operating budget. There were no questions from Trustees.

### **5. Capital Projects Plans Review**

Mr. Rick Jenks, vice president of operations, presented the fiscal year 2022 capital projects plans. RVC has not invested in many areas of capital in several years due to budget issues in the State of Illinois. As a result, many areas of the college are now needing improvements. Mr. Jenks explained that 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 for the short-term capital projects plans is to transfer funds from the operations fund to the capital fund for fiscal year 2022. Mr. Jenks discussed the Illinois Community College Board deferred maintenance requests along with the Resource Allocation and Management Program (RAMP). Mr. Jenks stated that the applications with RAMP are several years old and that new RAMP applications will be part of the Facilities Master Plan and will be discussed more in future presentations. Discussion ensued.

### **6. FY 2022 Funds Transfer**

Ms. Olson stated that the operating fund balance goal is to establish and maintain 35% to 50% of the following year's budgeted expenses. The College's fiscal year 2021 revenues exceeded expenditures by \$13,728,763, bringing the operating funds balance to \$36,945,519. Ms. Olson explained that the administration recommends that the Board of Trustees approve allocating \$10,700,000 for various strategic initiatives from operating funds and transfer \$1,500,000 from the operations and maintenance fund to the restricted purposes fund. Discussion ensued.

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

### **1. Personnel Report**

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for December 2021. There is one appointment, two placeholders, and three departures. There were no questions from Trustees.

### **2. Employee Culture Survey**

Mr. Handley presented the Culture Survey overview. Mr. Handley explained that all employees were invited to complete the survey which included faculty, adjuncts, staff, and administration; 382 employees participated, approximately 46%. The questions asked were regarding communication, culture, leadership, professional development, diversity, equity, and inclusion. Some of the factors to celebrate with

the survey results are that employees feel respected by students and their team; employees enjoy working at RVC, and immediate supervisors support professional growth, value staff input, and treat staff fairly. Mr. Handley also discussed some potential areas of focus. Some of the steps in the future will be to share the data with the Board and employees, continue disaggregating the data, identify specific employee populations to meet with, and develop and execute action plans to address areas of focus. There were no questions from Trustees.

### **3. Board Policy 2:10.050 Official College Holidays / Juneteenth (First Reading)**

Mr. Handley presented the proposed revision to Board Policy 2:10.050, Official College Holidays. (First Reading). Juneteenth National Freedom Day commemorates the abolition of slavery throughout the United States and its territories in 1865. On November 23, 2021, the RVC Board of Trustees approved Juneteenth as an official college holiday. The Administration recommends 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. No discussion ensued.

### **4. Board Policy 3:30.150 Bereavement Leave (First Reading)**

Mr. Handley presented the proposed update to Board Policy 3:30.150, RVC Bereavement Leave, (First Reading). On July 29, 2016, Governor Rauner signed the Child Bereavement Leave Act. The Act provides a maximum of two weeks (10 workdays) of unpaid leave for bereavement of an employee's child. The current board policy does not address employees' needs to care for other family members' grieving or funeral planning, nor does it allow any paid time off to grieve the loss of a family member, including the loss of a child.

The Administration is recommending to rename the policy from Child Bereavement Leave to Bereavement Leave and expand time off to 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 to include up to three days of paid time off to plan for and grieve the loss of their immediate family member. No discussion ensued.

### **5. Update to Board Policy 3:30.090 Family and Medical Leave / Expanded FMLA (Second Reading)**

Mr. Handley presented the second reading for Board Policy 3:30.090; Family and Medical Leave. On August 10, 2021, Governor Pritzker approved House Bill 0012, which amended various Acts relating to educational institutions in Illinois. House Bill 0012 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 is recommending that the Board of Trustees approve the revision of Board Policy 3:30.090 so that RVC complies with House Bill 0012. No discussion ensued.

### **6. Update to Board Policy 3:30.110 Victims' Economic Security and Safety Act (VESSA) (Second Reading)**

Mr. Handley presented the update to Board Policy 3:30.110, Victims' Economic Security and Safety Act. On August 20, 2021, Governor Pritzker approved House Bill 3582, which amends VESSA. House Bill 3582 provides that victims and family members of victims of other crimes of violence are subject to the Act's provisions 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<sup>4</sup> benefits. The effective date is January 1, 2022. The Administration is recommending that the Board of Trustees approve the revision of Board Policy 3:30.110 so that RVC complies with House Bill 3582. No discussion ensued.



## **7. College Closure – December 28, 29, 30, 2021**

Mr. Handley presented the RVC campus closure for December 28, 29, and 30, 2021. 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, 2021 (due to the actual holiday falling on a weekend) and New Year's Eve Day falls on Friday, December 31, 2021. Therefore, the campus will be open on Tuesday, December 28; Wednesday, December 29; and Thursday, December 30, 2021. Per Board Policy 2:10.050, the Board reserves the right to designate additional days to close the college. The Administration is recommending that the Board of Trustees close the college on Tuesday, December 28; Wednesday, December 29; and Thursday, December 30, 2021, and designate those days as additional paid days off for employees scheduled to work. Employees governed by collective bargaining agreements will be paid in accordance with their respective bargaining agreements, treating compensation for those days as a campus closure day.

## **8. Association of Community College Trustees (ACCT) and American Association of Community Colleges (AACC) Memberships**

**ACCT:** Mr. Handley presented information on membership in the ACCT and AACC. ACCT is a non-profit educational organization of governing boards, representing more than 6,500 elected and appointed trustees who govern over 1,200 community, technical, and junior colleges in the United States and beyond. Located in Washington, D.C., ACCT is a prominent voice of community college trustees to the presidential administration, U.S. Congress, the Department of Education and Labor, and more. ACCT membership provides resource information to trustees and additional resources on governance, trustee education, advocacy, and student success. RVC was a member of ACCT until 2016, when the State of Illinois did not pass a budget. As a result, the College was forced to reduce expenses by suspending payments for all college memberships. ACCT's dues typically run from July 1 to June 30; however, as a result of our inquiry, ACCT has offered to prorate the College's dues for the period from January 1, 2022, to June 30, 2022. Should trustees wish to rejoin the ACCT, the prorated dues for six months would be \$2,355.

**AACC:** The AACC is the primary advocacy organization for the nation's community colleges, representing nearly 1,200 associate-degree granting institutions enrolling more than 12 million students, almost half of all U.S. undergraduates. The national association also provides community colleges with access to professional development for college presidents, best practices from around the country, and grant funding opportunities through the National Science Foundation and other federal agencies. RVC was a member of AACC until 2016 when the State of Illinois did not pass a budget, and the College was forced to reduce expenses by suspending payments for all college memberships. Each year since then, AACC has solicited RVC to reinstate its membership. The AACC membership is on a calendar year basis. AACC's dues are based on a three-year enrollment average and have been \$10,833 a year for each of the past three years. Due to declining enrollment over the past few years, RVC has contacted the AACC membership department to see if there will be any reduction in dues for the calendar year 2022. Although Administration has not received a confirmation of the 2022 membership dues, it recommends that the College rejoin AACC but wait until January 2022 to complete the membership process. Trustee Gorski suggested breaking out each organization and requesting the memberships and costs separately.

## **9. Buckbee Update**

Mr. Rick Jenks, vice president of operations, updated the Trustees on the RVC Buckbee location. Mr. Jenks stated that the trustees approved an Intergovernmental Agreement (IGA) with Winnebago County last month to move the Cold Forming Program to the Criminal Justice Center. The County is presenting the IGA to the sub-committee on December 9, 2021. There are no problems anticipated and it is expected

that the IGA will be signed on December 21, 2021. RVC is working to remove the items from the Buckbee location and has hired movers to transport the equipment on December 22, 2021. In January 2022, RVC will be working on the electrical and HVAC. Mr. Jenks stated that he is also working on a training agreement and WEI Grant funding. There were no questions from the trustees.

#### **10. RVC Events Calendar**

Mr. Handley presented the RVC events calendar. No discussion ensued.

#### **11. RVC Athletics Update**

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

#### **12. Advanced Technology Center (ATC) Update**

**Advanced Technology Center Sponsorship Program Extension:** Dr. Peyer presented the ATC Sponsorship Program Extension. Dr. Peyer stated that in December 2020, the Board of Trustees approved \$1,500,000 to fund the ATC Sponsorship Program for fiscal year 2022. As a result, the College expects to award approximately \$400,000 in sponsorships through June 30, 2022. To qualify for the free tuition, students will need to have been residents of RVC's service area 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 included in the free tuition initiative. The Administration is recommending 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. Trustees were in support of extending the Advanced Technology Center Sponsorship Program.

**ATC Cost Summary:** Ms. Olson presented the ATC cost summary. Ms. Olson stated that RVC was processing invoices for payment and expected more to come in for processing since the machines are now starting to be delivered. Ms. Olson said that the unallocated funds have not been used.

#### **Other Business / New Business**

There was no new or unfinished business.

#### **Adjourn to Closed Session**

A closed session was not held.

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

The next Regular Board of Trustees meeting will be held on December 21, 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 January 11, 2022, at 5:15 p.m., remotely via teleconference.

**Adjourn**

At 8:17 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy Luethje

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Robert Trojan, Secretary

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Jarid Funderburg, Chairperson

DRAFT

**Illinois Community College District No. 511  
Rock Valley College  
3301 North Mulford Road  
Rockford, IL 61114**

**BOARD OF TRUSTEES REGULAR MEETING**

**December 21, 2021**

**5:15 p.m.**

**MINUTES**

*On December 10, 2021 Governor Pritzker issued the 24th Gubernatorial Disaster Proclamation for all counties in the state of 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. Pursuant to 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/97108660426?pwd=NjE5aXdONFd5YzlmRFJjdTZMYXAxdz09> or by phone at 312-626-6799 using Meeting ID: 971 0866 0426; ***Passcode*** 727272. The meeting will include an opportunity for public comment. Members of the public who would like to make a public comment may submit their public comment to [RVC-BoardPC@rockvalleycollege.edu](mailto:RVC-BoardPC@rockvalleycollege.edu) by 3:15 p.m. on December 21, 2021. Public comments will be announced during the public comment portion of the meeting.*

**Call to Order**

The Regular meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened remotely via teleconference on Tuesday, December 21, 2021. Board Chair Funderburg called the meeting to order at 5:17 p.m.

**Roll Call**

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

Mr. Jarid Funderburg

Mr. Bob Trojan

Ms. Lynn Kearney

Ms. Crystal Soltow arrived at 5:29 p.m.

Mr. Paul Gorski

Ms. Gloria Cudia

Mr. John Nelson

The following member of the Board of Trustees was absent: Student Trustee Evelyn Molina

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Interim Vice President Academic Affairs/Chief Academic Officer; Mr. Jim Handley, Vice President Human Resources; Ms. Ellen Olson, Vice President Finance/Chief Financial Officer; Ms. Heather Snider, Vice President Institutional Effectiveness and Communications; Dr. Patrick Peyer, Vice President Student Affairs; Mr. Keith Barnes, Vice President Equity and Inclusion; Mr. Rick Jenks, Vice President Operations/Chief Operations Officer; Ms. Jennifer Thompson, Executive Director College Communications; Ms. Ann Kerwitz; Assistant to the President; Ms. Kris Fuchs; Assistant to the President; Attorney Joseph Perkoski, Robbins Schwartz.

## **Communications and Petitions (Public Comment)**

No public comments were received.

### **Recognition of Visitors**

Vice President Patrick Peyer introduced Athletic Director Darin Monroe who then congratulated student athletes Jaep Almaraz, Byron Blaise and Marie Swanson, who have been awarded scholarships for Division II sports. Almaraz is from Harlem High School and will play men's soccer; Blaise is from Sycamore High School and will play baseball; Swanson is from Harlem High School and will play softball for RVC.

Trustees added their congratulations to these scholarship winners.

### **Recess to Truth-in-Taxation Hearing**

Board Chair Funderburg announced that the meeting would be recessed to the Truth-in-Taxation Hearing.

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## **TRUTH-IN-TAXATION HEARING**

The Truth-in-Taxation Hearing for Rock Valley College was called to order by Board Chair Jarid Funderburg at 5:21 p.m. on Tuesday, December 21, 2021. The Hearing was held remotely via Zoom due to the Disaster Proclamation issued December 10, 2021 by Illinois Governor J.B. Pritzker.

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

Mr. Jarid Funderburg  
Mr. Bob Trojan  
Ms. Lynn Kearney

Mr. Paul Gorski  
Ms. Gloria Cudia  
Mr. John Nelson

The following member of the Board of Trustees was absent: Ms. Crystal Soltow; Student Trustee Evelyn Molina.

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Interim Vice President Academic Affairs/Chief Academic Officer; Mr. Jim Handley, Vice President Human Resources; Ms. Ellen Olson, Vice President Finance/Chief Financial Officer; Ms. Heather Snider, Vice President Institutional Effectiveness and Communications; Dr. Patrick Peyer, Vice President Student Affairs; Mr. Keith Barnes, Vice President Equity and Inclusion; Mr. Rick Jenks, Vice President Operations/Chief Operations Officer; Ms. Jennifer Thompson, Executive Director College Communications; Ms. Ann Kerwitz; Assistant to the President; Ms. Kris Fuchs; Assistant to the President; Attorney Joseph Perkoski, Robbins Schwartz.

Vice President / Chief Financial Officer Ms. Ellen Olson confirmed that the tax levy had not changed since reviewed at the December 7, 2001 Committee of the Whole meeting, and the Notice required by state statute was published properly within 14 days of the Truth-in-Taxation Hearing. Olson added that although the amount of the estimated taxes does not exceed the amount of taxes

extended or abated for the year 2020 by more than five percent (5%), and a hearing on the proposed 2021 tax levy is not required under the Truth-in-Taxation law of the state of Illinois, the Board of Trustees deems it appropriate to hold such a hearing.

Trustee Trojan pointed out that this is the fourth year in a row that the tax rate has been reduced and thanked the College Administration for their diligence.

Ms. Olson confirmed that the College did not receive any comments from the public.

On a motion by Trustee Kearney, seconded by Trustee Gorski, and unanimous roll call vote, the Truth-in-Taxation Hearing was closed.

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### **Reconvene Open Meeting**

Board Chair Funderburg announced that the regular Board of Trustees meeting was reconvened to open session and then asked for a motion to adjourn to closed session.

### **Adjourn to Closed Session**

At 5:26 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, to adjourn to closed session to discuss the following: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees per 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. Trustee Crystal Soltow arrived at 5:29 p.m.

The motion was approved by unanimous roll call vote.  
Trustee Soltow entered the meeting at 5:29 p.m. during the Closed Session.

### **Reconvene Open Meeting**

At 5:47 p.m., a motion was made by Trustee Trojan, seconded by Gorski, to adjourn the closed session and reconvene the open meeting. The motion was approved by unanimous roll call vote.

### **Action as a Result of Closed Session**

#### **1. Approve Memorandum of Understanding with Support Staff Association (SSA) for Implementation of 2021-2027 Collective Bargaining Agreement**

A motion was made by Trustee Funderburg, seconded by Trustee Kearney, to approve the Memorandum of Understanding with the Support Staff Association (SSA) for Implementation of the 2021-2027 Collective Bargaining Agreement.

Trustee Nelson explained that this Memorandum of Understanding was discussed in closed session and concerns adjustment to wages.

There was no further discussion. The motion was approved by unanimous roll call vote.

### **General Presentations**

There were no general presentations.

### **Approval of Minutes**

A motion was made by Trustee Kearney, seconded by Trustee Gorski, to approve the minutes of the November 9, 2021 Special Meeting, the November 9, 2021 Committee of the Whole meeting, and the November 23, 2021 Regular meeting.

There was no discussion. The motion was approved by unanimous roll call vote.

### **Action Items**

#### **1. BR 7876 – Claims Sheet**

The Board Report reads in part: It is recommended that the Board of Trustees approve the claims sheets from the Ellucian check register for the period from November 1, 2021 to November 30, 2021. The total is 1,866,924.54.

A motion was made by Trustee Gorski, seconded by Trustee Trojan, to approve Board Report 7876.

There was no discussion. The motion was approved by unanimous roll call vote.

#### **2a. BR 7877-A – Purchase Report-A – FY22 Purchases**

The Board Report reads in part: It is recommended that the Board of Trustees approve the marked items for purchase on Board Report 7877-A, Purchase Report-A.

|                            |                                       |
|----------------------------|---------------------------------------|
| \$ NOT TO EXCEED 24,500.00 | A. Classroom Captioning, Monument, CO |
| \$ 20,687.00               | B. Action Printing, Fond du Lac, WI   |

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 7877-A.

Chief Financial Officer Ellen Olson confirmed that no changes have been made since the December 7 Committee of the Whole meeting.

There was no discussion. The motion was approved by unanimous roll call vote.

#### **2b. BR 7877-B – Purchase Report-B – Advanced Technology Center (ATC) FY22 Change Orders**

The Board Report reads in part: It is recommended that the Board of Trustees approve the marked items for purchase on Board Report 7877-B.

|                 |   |
|-----------------|---|
| \$ <\$1,710.00> | A. Stenstrom Construction, Rockford, IL |
| \$ 9,879.00     | B. Stenstrom Construction, Rockford, IL |
| \$ 214.00       | C. Stenstrom Construction, Rockford, IL |
| \$ <4,375.00>   | D. Stenstrom Construction, Rockford, IL |
| \$ 2,253.00     | E. Stenstrom Construction, Rockford, IL |
| \$ 6,833.00     | F. Stenstrom Construction, Rockford, IL |
| \$ 8,932.00     | G. Stenstrom Construction, Rockford, IL |
| \$ 5,203.00     | H. Stenstrom Construction, Rockford, IL |
| \$ 1,412.00     | I. Stenstrom Construction, Rockford, IL |
| \$ 2,794.00     | J. Stenstrom Construction, Rockford, IL |
| \$ 24,053.00    | K. Stenstrom Construction, Rockford, IL |
| \$ 5,517.00     | L. Stenstrom Construction, Rockford, IL |
| \$ 4,576.00     | M. Stenstrom Construction, Rockford, IL |
| \$ 6,743.00     | N. Stenstrom Construction, Rockford, IL |
| \$ 1,161.00     | O. Stenstrom Construction, Rockford, IL |
| \$ 26,777.00    | P. Stenstrom Construction, Rockford, IL |
| \$ 2,546.00     | Q. Stenstrom Construction, Rockford, IL |

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 7877-B.

Chief Financial Officer Ellen Olson explained the addition of Item Q, Change Order #73, made since the December 7 Committee of the Whole meeting.

There was no discussion. The motion was approved by unanimous roll call vote.

**2.c. BR 7878 – 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)**

The Board Report reads in part: It is recommended that 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 appropriate report.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 7778.

Chief Financial Officer Ellen Olson confirmed that no changes have been made since the December 7 Committee of the Whole meeting.

There was no discussion. The motion was approved by unanimous roll call vote.

**3. BR 7879 – Levy Year 2021 Estimated Taxes Required and Certificate of Compliance for Truth-in-Taxation Hearing**

The Board Report reads in part: 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                 |
| <b>Total Tax Levy</b>                                       | <b>\$18,117,900</b> |

A motion was made by Trustee Trojan, seconded by Trustee Gorski, to approve Board Report 7879.

Chief Financial Officer Ellen Olson confirmed that no changes have been made since the December 7, 2021 Committee of the Whole meeting.

There was no discussion. The motion was approved by unanimous roll call vote.

**4. BR 7880 – Approval of Fiscal Year 2022 Capital Projects**

The Board Report reads in part: It is recommended that the Board of Trustees approve the use of Fund 03-Capital and Protection, Health and Safety funds for the capital projects described herein.

A motion was made by Trustee Kearney, seconded by Trustee Trojan, to approve Board Report 7880.

Chief Operations Officer Rick Jenks explained that since the December 7 Committee of the Whole, there was an addition to the equipment section of an EMS golf cart for athletics at an estimated cost of \$20,000. Jenks also confirmed that the total amount did not change and that the amounts shown for these capital projects items are estimates for budgeting purposes. Final purchases will be brought to the Board for approval.

The motion was approved by unanimous roll call vote.

**5. BR 7881 – Fiscal Year 2022 Fund Transfer Request**

The Board Report reads in part: It is recommended that the Board of Trustees approve the College Administration to allocate \$10,700,000 for the strategic initiatives outlined below from Operating Funds (Funds 01 and 02) and transfer \$1,500,000 from Operations and Maintenance (Fund 03) to Restricted Purposes (Fund 06).

|   |             |
|---|-------------|
| 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  | <b>\$10,700,000</b> |

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 | <b>\$1,500,000</b> |
|---|--------------------|

A motion was made by Trustee Gorski, seconded by Trustee Trojan, to approve Board Report 7881.

Chief Financial Officer Ellen Olson explained that a portion of the requested fund transfer will help pay for the capital projects presented by Mr. Jenks.

The motion was approved by unanimous roll call vote.

**6. BR 7882 – 2021-2022 Linking Talent with Opportunity Memorandum of Understanding between Hononegah Community High School District #207 and Rock Valley College**

The Board Report reads in part: It is recommended that the 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.

A motion was made by Trustee Kearney, seconded by Trustee Gorski, to approve Board Report 7882.

There was no discussion. The motion was approved by unanimous roll call vote.

**7. BR 7883 – Extension of Advanced Technology Center (ATC) Sponsorship Program**

The Board Report reads in part: It is recommended that the Board of Trustees extend the Advanced Technology Center (ATC) Sponsorship Program through Fiscal Year 2023 and approve using the remaining \$1,100,000 to fund the ATC Sponsorship Program.

A motion was made by Trustee Trojan, seconded by Trustee Gorski, to approve Board Report 7883.

There was no discussion. The motion was approved by unanimous roll call vote.

**8. BR 7884 – Personnel Report**

The Board Report reads in part: It is recommended that the Board of Trustees approve the personnel items as outlined on the report.

A motion was made by Trustee Gorski, seconded by Trustee Kearney, to approve Board Report 7884.

Trustee Gorski congratulated Dr. Amanda Smith on her promotion to Vice President of Academic Affairs / Chief Academic Officer.

Trustee Nelson expressed his disappointment in the number of faculty departures and hopes the positions will be filled quickly.

The motion was approved by unanimous roll call vote.

**9. BR 7885 – College Closure – December 28, 29, 30, 2021**

The Board Report reads in part: It is recommended that the Board of Trustees close Rock Valley College on Tuesday, December 28; Wednesday, December 29; and Thursday, December 30, 2021, 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.

A motion was made by Trustee Cudia, seconded by Trustee Nelson, to approve Board Report 7885.

There was no discussion. The motion was approved by unanimous roll call vote.

**10. BR 7886 – Update to Board Policy 3:30.090, Family and Medical Leave (FMLA)**

The Board Report reads in part: 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 House Bill 0012. **Attorney Reviewed.**

A motion was made by Trustee Cudia, seconded by Trustee Kearney, to approve Board Report 7886.

There was no discussion. The motion was approved by unanimous roll call vote.

**11. BR 7887 – Update to Board Policy 3:30.110, Victims’ Economic Security and Safety Act (VESSA)**

The Board Report reads in part: 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 House Bill 3582. **Attorney Reviewed.**

A motion was made by Trustee Cudia, seconded by Trustee Gorski, to approve Board Report 7887.

There was no discussion. The motion was approved by unanimous roll call vote.

12. **BR 7888 FIRST READING – Update to Board Policy 2:10.050, Official College Holidays**

The Board Report reads in part: It is recommended that the Board of Trustees approve the revision of Board Policy 2:10.050, Official College Holidays, to add Juneteenth National Freedom Day as an additional paid holiday for Rock Valley College 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.

There was no discussion. Since this is a First Reading, a vote was not taken.

13. **BR 7889 – FIRST READING: Update to Board Policy 3:30.150, Bereavement Leave**

The Board Report reads in part: 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 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 seven 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.**

There was no discussion. Since this is a First Reading, a vote was not taken.

14. **BR 7890 – Membership in the Association of Community College Trustees (ACCT)**

The Board Report reads in part: It is recommended that the Board of Trustees approve membership in the Association of Community College Trustees (ACCT) effective January 1, 2022.

A motion was made by Trustee Nelson, seconded by Trustee Gorski, to approve Board Report 7890.

There was no discussion. The motion was approved by unanimous roll call vote.

**Other Business**

1. **New Business**

There was no new business.

2. **Unfinished Business**

There was no unfinished business.

**Updates / Reports**

1. **President's Update**

President Howard Spearman commented that December has been a great month of positive reflection and appreciation and made the following remarks:

- Employees have shared how much they appreciate the Board's approval to close the College December 28, 29, and 30.

- At the RVC Foundation's Scholarship and Donor Appreciation luncheon held December 3, students, donors, and employees shared what RVC means to them. Thank you to Brittany Freiberg and her team for planning the event.
- Employees appreciated being able to tour the ATC and participate in the Employee Appreciation Luncheon held December 15. Thank you to Jennifer Thompson and her team and other RVC employees who contributed to the success of both events.
- ATC personnel have moved into the ATC. Mechatronics and welding classes will begin in January. ATC wall art design and donor recognition will be discussed in January.
- The Board retreat to be held Saturday, January 22 will include a diversity, equity and inclusion workshop for the Board and Cabinet. The workshop will be co-facilitated by Vice President of Equity and Inclusion Keith Barnes and Jim Reed, executive director of the Illinois Community College Trustees Association.
- The family of Kanwal Prashar, retired RVC professor, who recently passed away, expressed their appreciation to the College and how much Professor Prashar loved working here – so much that he retired four times.
- Best wishes to all for a Merry Christmas, Happy Holidays, and a Happy New Year.

Trustee Trojan added his thanks and congratulations for opening the ATC in January. He had a tour recently and the facility is really shaping up.

## **2. Leadership Team Updates**

- Ms. Ellen Olson announced that although the College is satisfied with the services of Illinois Bank and Trust, the College will issue an RFP for financial and banking services in the first quarter of 2022.
- Ms. Heather Snider provided an enrollment update, noting the spring enrollment is down 5.67% from last year at this time and 84 percent to budget. This reflects the deregistration on December 15. Spring registration ends January 7. Congratulations to Jennifer Thompson on her selection to the District 3 Executive Council of the National Council for Marketing and Public Relations for community and technical colleges, and to Sonnie Glusman who earned an AAS degree in cross-media production.
- Dr. Patrick Peyer thanked everyone for getting through a challenging 2021. New inductions to the RVC Athletic Hall of Fame will be held April 8, 2022 and include Misty Opat, Craig Doty, Cierra Morris, LT Davis, Vivi Marquez and Natalie Olsen. Congratulations to the RVC softball staff who was awarded the NFCA National Coaching Staff of the Year and presented the award at the national convention in Las Vegas last week. This is the seventh straight year that RVC has won the award. In addition, Kristy Pierce, volleyball coach, has been named Region 4 Conference Coach of the Year for 2021, and Vivi Marquez, assistant volleyball coach, was named the NFCA Assistant Coach of the Year.
- Mr. Jim Handley announced that Crisis Intervention Training for police officers and others was held at the College recently. Attendees included 30 employees and over 30 officers from around the area.
- Dr. Amanda Smith made several announcements: 1) The College has been awarded a third Workforce Equity Initiative (WEI) grant for \$1.2 million to provide training in seven high-demand areas. 2) Congratulations to Heather Snider and Gina Caronna for their work obtaining an \$80,000 Innovative Bridge and Transition grant from the ICCB for summer pathways programs in manufacturing, mechatronics, engineering, and health sciences. 3) Trustees are invited to join the Faculty Development Day to be held remotely on January 7, 2022. 4) As a result of the positive relationship with faculty, a Letter of Affirmation has been signed by the faculty association regarding Covid-19 protocol in 2022.

- Mr. Rick Jenks made several announcements: 1) A Winnebago County committee has passed the Intergovernmental Agreement to move the cold forming program from its current Buckbee location. The IGA was well received and will go to the full County board 12/21. Moving equipment will begin on 12/22. 2) The LED lighting project is moving forward but has run into some issues regarding materials; the FPOM staff is about 60 percent done with the exterior lighting and will resume in January, weather permitting. 3) The Capital Development Board (CDB) has indicated it will not install a ramp for the ERC steps, but agreed to the need for a partial repair on the CLI side. All work on the steps is on hold until the weather improves.

Trustee Kearney inquired what signage will be put up to inform the disabled. Mr. Jenks indicated there is a usable handicapped ramp on the CLI side of the building and there will be signs for the lower-level elevator.

### **3. ICCTA Report (Illinois Community College Trustees Association)**

Trustee Nelson reported the ICCTA did not have any meetings in December, however, he did receive a report that the college presidents had a very productive meeting.

### **4. Trustee Comments**

- Trustee Kearney commented that the RVC Foundation's donor luncheon was done exceptionally well. She also attended the nurses pinning ceremony and found the nursing faculty to be very positive and the students very appreciative.
- Trustee Nelson commented that the College has made good progress in 2021, and the ATC is starting to roll. He would like to see an increase in enrollment.
- Trustee Gorski thanked staff for their hard work and urged them to take advantage of the time off next week. He also thanked students for putting their faith in RVC and trusting the Board to help. He also thanked his fellow trustees and the administration for their efforts, as well as former trustee Patrick Murphy for advancing the ATC and for helping the College when he was a board member.
- Trustee Soltow thanked everyone for making her time as a trustee very interesting; she has learned a lot from everyone, enjoyed the journey, and is looking forward to opening the ATC.
- Trustee Trojan commented that although 2021 has been full of turmoil, he is grateful for a good Board and administration. He expects that 2022 will be a spectacular year.
- Trustee Cudia commented that she is getting positive feedback from the community. She also thanked her fellow trustees, the RVC staff and administration for their hard work.
- Board Chair Funderburg thanked everyone for their hard work over the past year and is looking forward to 2022. He also thanked students, faculty, and administration for putting faith in the Board.

### **5. Student Trustee Report**

Although Student Trustee Evelyn Molina was not at the meeting, her student trustee report was part of the meeting packet.

## 6. RVC Foundation Liaison Report

Trustee Trojan reported that the RVC Foundation board met earlier today and welcomed two new board members, Ms. Jamie Fanara and Mr. Ira Grimmet. The RVC Foundation has completed a second chance scholarship awarding period for the first time, which brought the total award up to 213 students who were awarded a total of \$376,000 in scholarships this year. Co-chairs of the RVC Strong campaign, Barry Kramer and John Wolf, announced that the campaign is going public now that at least 50 percent of the goal has been committed or received. To date, the year-end appeal has raised \$86,000.

## 7. Freedom of Information Act (FOIA) Report

The Freedom of Information Act (FOIA) report was accepted as presented.

### Closed Session

A second closed session was not held.

### Next Meeting

The next Committee of the Whole meeting will be held remotely via teleconference on Tuesday, January 11, 2022 at 5:15 p.m.

The next Regular meeting will be held remotely via teleconference on Tuesday, January 25, 2022 at 5:15 p.m.

### Adjournment

At 6:36 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, to adjourn the meeting. The motion was approved by unanimous roll call vote.

Submitted by Ann Kerwitz

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Robert Trojan, Secretary

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Jarid Funderburg, Chairperson

## Claims Sheet

**Recommendation:**

It is recommended that the Board of Trustees approve the claims sheets from the Ellucian check register for the period from December 1, 2021 to December 31, 2021.

The total is \$2,732,603.69.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees



**Purchase Report A – FY22 Addendums**

Recommendation: Board approval for items marked with an asterisk

A. Contractual Services – (Maintenance Services for Buildings: Plant Maintenance)

**Helm Services Freeport IL \$50,000.00\*(1)**

1. Helm Services is the college’s unit bidder for electrical work on campus. In September 2021, it was determined to have a contractor provide power drops for the mechatronics equipment at the Advanced Technology Center. This work was outside of the Stenstrom contract. Chairman Funderburg was advised of the need for this electrical work, and permission to proceed was received. The college used the blanket purchase order originally approved in order to start paying for this work and is now requesting to increase the original blanket order by \$50,000.00 to finish paying for the electrical drops and any additional electrical services needed for the remainder of the fiscal year.

|                   |             |
|-------------------|-------------|
| Original amount   | \$45,000.00 |
| Increase          | \$50,000.00 |
| Total Expenditure | \$95,000.00 |

FY22 Budgeted Expense  
Original BR#7817/PR#763D

B. Scholarships – (External, Private Donor Scholarships)

**Northern Illinois University DeKalb IL \$3,100.00\*(2)**

2. This request is due to the addition of students receiving engineering scholarship awards through the Rock Valley College Foundation’s Engineering Our Future Campaign. The scholarships are from donor dollars given to support students in the third and fourth years of the NIU@RVC Program.

|                   |             |
|-------------------|-------------|
| Original amount   | \$80,000.00 |
| Increase          | \$3,100.00  |
| Total Expenditure | \$83,100.00 |

FY22 Foundation Pass-Through-Expense  
Original BR#7822A/PR#765A

**Purchase Report A – FY22 Addendums**C. Software – (HEERF: General Institutional Expenses)**Servio Consulting Frankfort IL****\$102,000.00\*(3)**

3. This expense is to modify the Servio Consulting contract for the Customer Relationship Management (CRM) project that was originally approved at the September 28, 2021 board meeting on BR #7851-B in the amount of \$132,000.00. In the process of setting up the project with Servio Consulting, it was discovered that the other vendors working on this project with Servio would all require separate contracts. After several meetings with all of the vendor representatives, Rock Valley College staff, and attorneys at Robbins Schwartz, it was determined the best approach would be to reduce the amount approved to Servio Consulting and enter into separate contracts with the other vendors. There is no increase to the amount of the total first-year cost of \$132,000.00 that was approved by the Board on September 28, 2021. Servio Consulting will still be providing the software and coordinating the installation with the other vendors. The first-year funding for this project will be covered by the Higher Education Emergency Relief Fund Act (HEERF).

FY22 Grant Expense  
Original BR#7851-B

D. Software – (HEERF: General Institutional Expenses)**Carahsoft Reston VA****\$12,500.00\*(4)**

4. This expense is for a separate contract with this vendor as it relates to the Customer Relationship Management (CRM) project. At the advice of RVC legal counsel Robbins Schwartz, we are breaking out this amount from the original expense approved September 28, 2021, on BR #7851-B. There is no increase to the amount of the total first-year cost of \$132,000.00. The above-listed vendor will be involved with the implementation of the Customer Relationship Management (CRM) project. The first-year funding for this project will be covered by the Higher Education Emergency Relief Fund Act (HEERF).

FY22 Grant Expense  
Original BR#7851-B

### Purchase Report A – FY22 Addendums

E. Software – (HEERF: General Institutional Expenses)

**LingK Danville CA**

**\$10,000.00\*(5)**

5. This expense is for a separate contract with this vendor as it relates to the Customer Relationship Management (CRM) project. At the advice of RVC legal counsel Robbins Schwartz, we are breaking out this amount from the original expense approved September 28, 2021, on BR #7851-B. There is no increase to the amount of the total first-year cost of \$132,000.00. The above-listed vendor will be involved with the implementation of the Customer Relationship Management (CRM) project. The first-year funding for this project will be covered by the Higher Education Emergency Relief Fund Act (HEERF).

FY22 Grant Expense  
Original BR#7851-B

F. Software – (HEERF: General Institutional Expenses)

**Formstack Fishers IN**

**\$7,500.00\*(6)**

6. This expense is for a separate contract with this vendor as it relates to the Customer Relationship Management (CRM) project. At the advice of RVC legal counsel Robbins Schwartz, we are breaking out this amount from the original expense approved September 28, 2021, on BR #7851-B. There is no increase to the amount of the total first-year cost of \$132,000.00. The above-listed vendor will be involved with the implementation of the Customer Relationship Management (CRM) project. Although this amount does not meet the minimum threshold for Board of Trustees approval, it has been added for transparency. The first-year funding for this project will be covered by the Higher Education Emergency Relief Fund Act (HEERF).

FY22 Grant Expense  
Original BR#7851-B

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Purchase Report-B – FY22 Purchases**

Recommendation: Board approval for items marked with an asterisk

A. Commencement Regalia – (Education Fund – Graduation and Commencement, Other Contractual Services)

|                             |                        |
|-----------------------------|------------------------|
| <b>Oak Hall Salem VA</b>    | <b>\$14,006.00*(1)</b> |
| Herff Jones Indianapolis IN | \$15,578.00            |
| Jostens Waterford WI        | \$16,496.00            |

1. This expense is for the purchase and rental of graduation regalia, honor cords, and tassels for the 2022 commencement ceremony. Keepsake gowns are purchased for students to retain. Gowns for trustees, faculty, and other attendees are rented. Pricing is based on an estimated 600 students and 130 faculty.

FY22 Budgeted Expense

B. Online Training for Employees – (HEERF: General Institutional Expenses)

|   |                        |
|---|------------------------|
| <b>Cornerstone OnDemand Inc Palatine IL</b> | <b>\$18,515.00*(2)</b> |
|---|------------------------|

2. This expense is for a specialized service provider offering a suite of online training modules available for employees to train remotely. As a result of COVID-19, the college has had to curtail external training and travel for professional development. This request from Human Resources is to purchase an annual subscription to a learning management system (LMS) that has a library of professional development training material that is available online and accessible on-demand. Having tools like this will allow employees to continue to develop professionally without having the fear and anxiety of traveling to external training. Additionally, if employees are not traveling to external training, they (and the college) will experience reduced exposure to COVID-19, thereby potentially limiting the spread of the virus to the community at large. This expense will be covered by the Higher Education Emergency Relief Fund Act (HEERF).

*This purchase is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-22.1) Exception A: Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part*

FY22 Grant Expense

**Purchase Report-B – FY22 Purchases****C. Contractual Services – (Other Conference & Meeting Expenses: Upward Bound)****Media Arts Institute Huntsville AL****\$18,000.00\*(3)**

3. This expense is for approximately ten (10) TRiO Upward Bound students to go on a four-night guided tour of Boston, MA and New York, NY on March 21- 25, 2022, which combines college and cultural site visits. The cost includes hotel accommodations, meals, and local area transportation, Amtrak train from Boston to New York, and airport pickup/drop-off (airfare is billed separately). The tour is considered a sole source purchase because it is economically procurable from only one source.

FY22 Grant Expense

**D. Membership Fees – (Membership and Dues: President's Office)****American Association of Community Colleges Baltimore MD****\$10,833.00\*(4)**

4. This expense is to reinstate membership in the American Association of Community Colleges (AACC) effective January 1, 2022. The AACC is the primary advocacy organization for the nation's community colleges. It supports and promotes the member colleges through leadership access to grant funding opportunities through the National Science Foundation and other federal agencies. Rock Valley College was a member of the AACC until the summer of 2016 when the State of Illinois did not pass a budget, and the College was forced to reduce expenses by suspending payment for all college memberships. Membership is for the term of January 1, 2022, through December 31, 2022.

FY22 Budgeted Expense

**E. Contractual Services – (HEERF: General Institutional Expense)****Hyland Olathe KS****\$49,600.00\*(5)**

5. This expense is for the professional services related to the cloud migration of the Perceptive Content (Image Now) software project that was approved on BR#7864-B. Services provided will include but are not limited to migration planning, testing, and the go-live of the software with the RVC Information Technology team. This expense will be covered by the Higher Education Emergency Relief Fund Act (HEERF).

FY22 Grant Expense

### Purchase Report-B – FY22 Purchases

#### F. Other Materials – (Other Materials: Big Thunder Blvd Belvidere)

|                               |                        |
|-------------------------------|------------------------|
| <b>Meridian Loves Park IL</b> | <b>\$12,390.00*(6)</b> |
| Image Signs Loves Park IL     | \$13,858.00            |

6. This expense is for the graphic design, installation, and materials needed for the graphic display to be done on the inside entrance wall of the Advanced Technology Center. Meridian Direct was the only vendor able to address the material options needed for the pop-out elements that are to be included in the project.

FY22 Budgeted Expense

#### G. Printing – (Print/Copy Commercial Services: Unrestricted / Non-Chargeback Postage: unrestricted)

|                               |                        |
|-------------------------------|------------------------|
| <b>Meridian Loves Park IL</b> | <b>\$11,039.00*(7)</b> |
|-------------------------------|------------------------|

7. This expense is for the printing and mailing of the RVC Foundation's fall annual appeal letters and envelopes. Due to the expansion of the addresses covered by the mailing and the additional postage cost, this is the first time this mailing has been over \$10,000.00 and now requires Board approval.

FY22 Budgeted Foundation Expense

#### H. Computers – (HEERF: General Institutional Expense)

|                                   |                         |
|-----------------------------------|-------------------------|
| <b>CDW Vernon Hills IL</b>        | <b>\$456,975.00*(8)</b> |
| HPI Intl Brooklyn NY              | \$380,382.00            |
| Computer Drive Skokie IL          | \$407,303.00            |
| Entre Computer Machesney Park IL  | \$454,245.00            |
| Ocean Inc Grand Rapids MI         | \$467,578.00            |
| Tonevision (DBA PRVAR) Chicago IL | \$479,589.00            |
| VPRI Houston TX                   | \$586,358.00            |

8. This expense is for computers and components for the Computer Lifecycle Project. Bid# 22-01 was opened on January 17, 2022. CDW and VPRI are the only submittals that met all requirements and specifications, including iMacs. This expense is being covered by the Higher Education Emergency Relief Fund Act (HEERF).

*(NOTE: CDW pricing was based on the Illinois Public Higher Education Cooperative (IPHEC) pricing.)*

FY22 Grant Expense

**Purchase Report-B – FY22 Purchases**

I. Equipment – (Capital Instructional Equipment: Workforce Development / Perkins: Instructional Supplies)

|                                |                        |
|--------------------------------|------------------------|
| <b>Kent USA Tustin CA</b>      | <b>\$80,340.00*(9)</b> |
| Taza Supplies South Holland IL | \$130,811.00           |
| Technology Intl Lake Mary, FL  | \$171,904.00           |

9. This expense is for four (4) Manual Lathes for use in the main campus TechWorks program. Bid# 22-02 was opened on January 4, 2022. The current lathes are over 14 years old, worn, and in need of replacement. Kent USA was able to provide not only the machines but the additional items needed for the machines: Digital Readouts for improved tolerancing and student understanding, a quick change tool changer that improves the safety for students when changing tools and a hand wheel collet closer that will allow the students to use the many racks of 5C tools that are on the lathes. \$76,000.00 of this expense is being covered by the Workforce Equity Initiative Grant. The remaining \$4,340.00 will be covered by the Perkins Grant.

FY22 Grant Expense

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Purchase Report-B – FY22 Purchases**

Recommendation: Board approval for items marked with an asterisk

A. Commencement Regalia – (Education Fund – Graduation and Commencement, Other Contractual Services)

|                             |                        |
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FY22 Budgeted Expense

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|   |                        |
|---|------------------------|
| <b>Cornerstone OnDemand Inc Palatine IL</b> | <b>\$18,515.00*(2)</b> |
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*This purchase is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-22.1) Exception A: Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part*

FY22 Grant Expense



**Purchase Report-B – FY22 Purchases**C. Contractual Services – (Other Conference & Meeting Expenses: Upward Bound)**Media Arts Institute Huntsville AL \$18,000.00\*(3)**

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FY22 Grant Expense

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FY22 Budgeted Expense

E. Contractual Services – (HEERF: General Institutional Expense)**Hyland Olathe KS \$49,600.00\*(5)**

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FY22 Grant Expense

**Purchase Report-B – FY22 Purchases**

F. Other Materials – (Other Materials: Big Thunder Blvd Belvidere)

|                               |                        |
|-------------------------------|------------------------|
| <b>Meridian Loves Park IL</b> | <b>\$12,390.00*(6)</b> |
| Image Signs Loves Park IL     | \$13,858.00            |

6. This expense is for the graphic design, installation, and materials needed for the graphic display to be done on the inside entrance wall of the Advanced Technology Center. Meridian Direct was the only vendor able to address the material options needed for the pop-out elements that are to be included in the project.

FY22 Budgeted Expense

G. Printing – (Print/Copy Commercial Services: Unrestricted / Non-Chargeback Postage: unrestricted)

|                               |                        |
|-------------------------------|------------------------|
| <b>Meridian Loves Park IL</b> | <b>\$11,039.00*(7)</b> |
|-------------------------------|------------------------|

7. This expense is for the printing and mailing of the RVC Foundation’s fall annual appeal letters and envelopes. Due to the expansion of the addresses covered by the mailing and the additional postage cost, this is the first time this mailing has been over \$10,000.00 and now requires Board approval.

FY22 Budgeted Foundation Expense

H. Computers – (HEERF: General Institutional Expense)

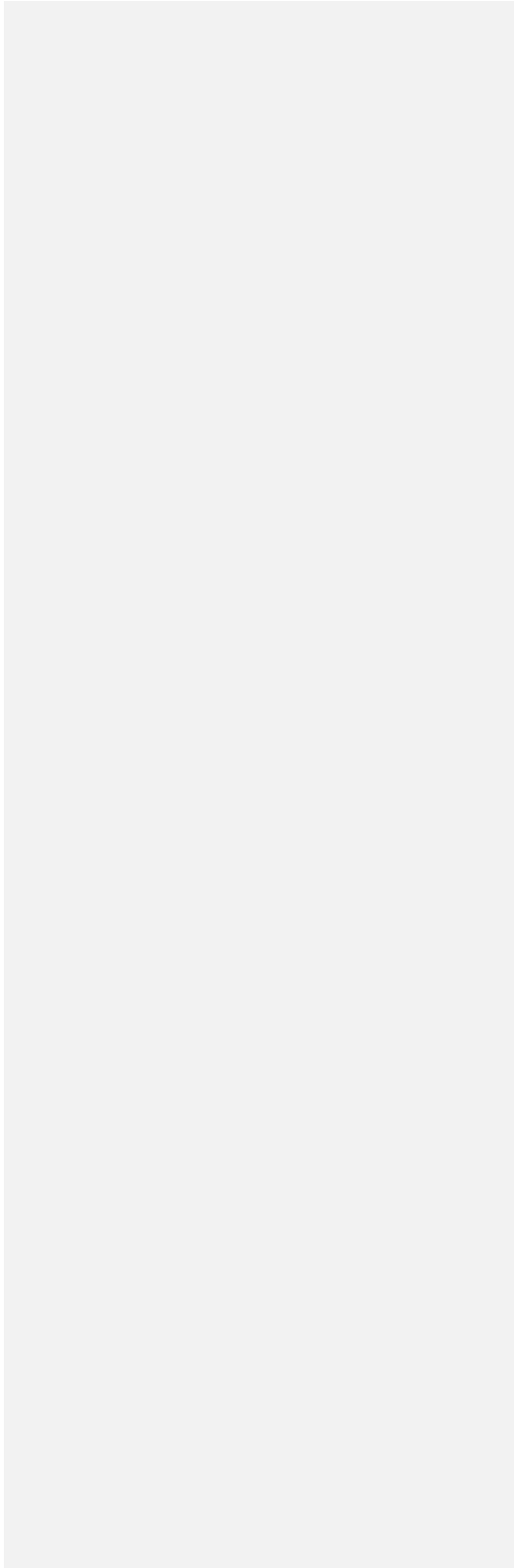
|  |                             |
|--|-----------------------------|
| <del>TBD</del>                               | <del>\$x.xx(8)</del>        |
| <del>CDW Vernon Hills IL</del>               | <del>\$456,975.00*(8)</del> |
| <del>HPI Intl Brooklyn NY</del>              | <del>\$380,382.00</del>     |
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| <del>VPRI Houston TX</del>                   | <del>\$586,358.00</del>     |

8. This expense is for computers and components for the Computer Lifecycle Project. ~~Currently, Bid# 22-01 is out for Bid and will be opened on January 17, 2022. An award will be brought to the January 25, 2022 Board of Trustees meeting for approval. This expense is being covered by the Higher Education Emergency Relief Fund Act (HEERF). Bid# 22-01 was opened on January 17, 2022. CDW and VPRI are the only submittals that met all requirements and specifications, including iMacs. This expense is being covered by the Higher Education Emergency Relief Fund Act (HEERF).~~

~~(NOTE: CDW pricing was based on the Illinois Public Higher Education Cooperative (IPHEC) pricing.)~~

**Purchase Report-B – FY22 Purchases**

FY22 Grant Expense



**Purchase Report-B – FY22 Purchases**

I. Equipment – (Capital Instructional Equipment: Workforce Development / Perkins: Instructional Supplies)

|   |                            |
|---|----------------------------|
| <del>TBD</del>                            | <del>\$x,xx(9)</del>       |
| <del>Kent USA Tustin CA</del>             | <del>\$80,340.00*(9)</del> |
| <del>Taza Supplies South Holland IL</del> | <del>\$130,811.00</del>    |
| <del>Technology Intl Lake Mary, FL</del>  | <del>\$171,904.00</del>    |

~~9. This expense is for Manual Lathes for the main campus Techworks Department. Bid# 22-02 was opened on January 4, 2022. Bid submittals are currently being reviewed, and an award will be brought to the January 25, 2022 Board of Trustees meeting for approval. The current lathes are over 14 years old, worn, and in need of replacement. This expense is being covered by the Workforce Equity Initiative Grant. This expense is for four (4) Manual Lathes for use in the -main campus TechWworks program. Bid# 22-02 was opened on January 4, 2022. The current lathes are over 14 years old, worn, and in need of replacement. Kent USA was able to provide not only the machines but the additional items needed for the machines: Digital Readouts for improved tolerancing and student understanding, a quick change tool changer that improves the safety for students when changing tools and a hand wheel collet closer that will allow the students to use the many racks of 5C tools that are on the lathes. \$76,000.00 of this expense is being covered by the Workforce Equity Initiative Grant. The remaining \$4,340.00 will be covered by the Perkins Grant.~~

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FY22 Grant Expense

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Purchase Report C - 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 \$1,562.00 (1)\***

1. Change Order #74 is for the installation of two 120-volt weatherproof duplex receptacles in the exterior tank farm for the fume and exhaust system. 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.

FY22 Budgeted Expense

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

**Stenstrom Construction Rockford IL \$1,334.00 (2)\***

2. Change Order #77 is to cut open and frame the existing wall for supply and return ductwork of the welding fume exhaust system. 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.

FY22 Budgeted Expense

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

## Personnel Report

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

### A. APPOINTMENTS

### B. DEPARTURES

Jim Conley, Full-Time Faculty, Computer Information Systems, retiring effective May 31, 2022.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

## Personnel Report

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

### A. APPOINTMENTS

\_\_\_\_\_, Dean of Adult and Developmental Education, full-time with benefits, exempt, grade E, \$ \_\_\_\_\_, prorated for the balance of the calendar year, effective \_\_\_\_\_, 2022.

\_\_\_\_\_, Dean of Non-Credit Programs, full-time with benefits, exempt, grade E, \$ \_\_\_\_\_, prorated for the balance of the calendar year, effective \_\_\_\_\_, 2022.

### B. DEPARTURES

Jim Conley, Full-Time Faculty, Computer Information Systems, retiring effective May 31, 2022.

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

## Rock Valley College Foundation Funding Request

**Background:** As a partner of Rock Valley College (RVC), the Rock Valley College Foundation's mission is to build regional relationships and secure resources to advance RVC and its students. Per its charter, the RVC Foundation is considered an Institutionally Related Foundation, which means it exists to raise funds for a college or university. The RVC Foundation does not raise funds for any other cause or mission other than to directly support Rock Valley College and its students.

Prior to 2017, the RVC Foundation was largely funded by the College in regard to salaries, benefits, and operating expenses. During the state budget impasse in 2016-2017, Rock Valley College asked the RVC Foundation to become self-sustaining. At that time and after much research, the RVC Foundation Board of Directors implemented an administrative gift fee policy and structure to help sustain the day-to-day operations of the Foundation.

Since March 28, 2017, the College has provided no financial support to the Foundation outside of an In-Kind Donation of rent for the Spring Brook House and accounting services that average around \$50,000 per year. The Foundation covers three full-time employees along with its daily operational expenses.

Through continued discussions and research, findings show that the RVC Foundation is alone among our peer group in terms of funding structures. Our 2021 peer-group funding structure research shows the following funding models:

- Blackhawk - College funds all salaries
- Heartland - College funds all salaries
- Illinois Central - College funds all salaries
- Lincoln Land - College funds all salaries
- Parkland - College funds salaries with the foundation contributing \$183K toward a team of four
- Richland - College funds 60% of salaries and operations; 40% by the Foundation.
- Sauk Valley - College funds all salaries
- Southwestern - College funds all salaries



The RVC Foundation respectfully requests consideration for funding by Rock Valley College in an annual amount of \$150,000 in support of Foundation operations. This request would have the following impact on the RVC Foundation:

- Reinstatement of a fourth position lost when the Foundation became self-sustaining in 2017. Position: Director of Development and Alumni Relations.
- Assistance with operational support to offer expanded scholarship awarding efforts, athletic fundraising assistance, alumni engagement and relations, any requests for waived gift fees by donors, and the ability to grow the resources secured to advance our College.

**Recommendation:** It is recommended that the Board of Trustees approve the aforementioned request for funding in an annual amount of \$150,000 for a portion of the operational needs of the Rock Valley College Foundation as a partner of Rock Valley College.

---

Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Subaward Agreement Modification Between  
Goodwill Industries of Northern Illinois and Rock Valley College for  
One-Stop, Adult, and Dislocated Worker Services**

**Background:** Rock Valley College and Goodwill Industries of Northern Illinois were approved to be the Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator and Career Service provider for adult and dislocated worker services for the region. WIOA is a federally funded program passed down through the states to the local service delivery areas.

Rock Valley College was selected to implement the enrolled services for adult and dislocated workers through a subaward agreement with Goodwill of Northern Illinois, effective July 1, 2021 through June 30, 2022. The Rock Valley College portion of the grant is \$586,654.00.

In response to staffing changes and to provide additional training opportunities for staff, the budget lines have been adjusted accordingly in a modification. However, the total amount of the grant has not changed. This cost reimbursement agreement is not to exceed the total amount of \$586,654.00 from July 1, 2021 through June 30, 2022.

**Recommendation:** It is recommended that the Board of Trustees approve the Subaward Agreement Modification Between Goodwill Industries of Northern Illinois and Rock Valley College for One-Stop, Adult, and Dislocated Worker Services.

**Funding Source:** Federal WIOA funding

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

Attachment: Subcontract Agreement Modification #1: One-Stop Operator and Career Services

**Agreement between Goodwill Industries of Northern Illinois and Rock Valley College  
One Stop, Adult, and Dislocated Worker Services  
Modification #1**

This Subaward Agreement (or this “Subaward”) is made by and between Goodwill Industries of Northern Illinois and Wisconsin Stateline Area, Inc. (“Goodwill”) and Rock Valley College, (also referred to as “Subrecipient”) (collectively referred to as the “Parties”).

Subject to execution of this subaward by both Parties, Goodwill agrees to provide a subaward to subrecipient in an amount not to exceed \$586,654 for Enrolled Career Planning services, to include career planning services, oversight and accountability, and administrative assistance for enrolled services.

The Parties to this Subaward represent and warrant now and at all times during the term of this subaward that they will comply with the requirements of the Workforce Innovation and Opportunity Act (“WIOA”) and the Trade Act of 1974 (“Trade Act”), and with the Federal and State regulations and policies promulgated there-under; with all applicable Office of the Management of the Budget (“OMB”) circulars; and with all applicable Federal, State and local laws and regulations. Subrecipient shall comply with all policies and procedures as may be from time to time required by Goodwill and The Workforce Connection (“TWC”) to carry out the terms of the subaward.

This Federally funded award is identified by the following:

CFDA Name: WIOA/WIA Formula Funds- Adult: WIOA/WIA Formula Funds- Dislocated Worker (DLW) CFDA Number: 17.259

The Federal Awarding Agency is the U.S. Department of Labor.

**Background:**

Goodwill was approved to be the contractors for the WIOA One Stop, Adult, and Dislocated worker grant through The Workforce Connection. This contract also includes additional funding received including Emergency grant funding, National dislocated worker funding, and service integration funding. This contract represents year one of a possible four year term, with renewals based on achieving performance outcomes. This contract is effective July 1, 2021 through June 30, 2022.

Goodwill is the lead agent and all contracts and budgets will be managed by Goodwill. Rock Valley College is a sub-contractor to Goodwill and will submit budgets to Goodwill for approval.

The scope of services in this agreement details the work to be done by each party.

**Period of Performance**

This agreement will commence on July 1, 2021 and will continue through June 30, 2022.

### **Financial Management and Reporting**

Subrecipient will be reimbursed only for actual costs up to the Program Budget incurred by subrecipient in carrying out the terms of this award. Costs not covered by the Program Budget in this subaward will not be reimbursed. The existence of excess or non-covered costs shall not excuse performance by subrecipient of the terms and obligations under this award.

Only services/products procured by subrecipient in accordance with the procurement procedures identified in applicable OMB circulars will be reimbursed; evidence that the services/products were procured in accordance with appropriate OMB circulars must be provided for reimbursement.

Subrecipient will not use any funds under this subaward for services not included in WIOA Title I or Trade Act; and will not provide services to individuals not eligible under WIOA Title I or Trade Act.

Subrecipient will report all necessary fiscal and program data monthly to Goodwill in a timely fashion so that all reporting can be achieved. All reports, including fiscal and programmatic will be turned in by the 12<sup>th</sup> of each month or the business day directly following the 12<sup>th</sup> (if the 12<sup>th</sup> falls on a weekend or holiday). Goodwill will pay Rock Valley College within 30 days of receiving the invoice for services.

Actual expenditures for specific line items may exceed the line item budget by 10% or \$100 (whichever is greater), as long as the overall Program Budget has not been exceeded. If the actual expenditure or the line item exceeds or is expected to exceed the amount set forth for that line item in the Program Budget by more than said variance, a modification may be requested to transfer larger amounts of funding between line items.

To the extent that Rock Valley College has received funds from Goodwill which are subsequently disallowed through an audit or review, Rock Valley College will hold Goodwill harmless from any losses and repay Goodwill for costs which have been advanced to Rock Valley College.

Rock Valley College is responsible for maintaining a sound fiscal management system. This system will clearly identify revenues and expenses pertaining to this subaward.

Rock Valley College must maintain a separate record of accounts by program code, center, or fund for this subaward and will report costs for reimbursement from this record of accounts. All monies expended for WIOA sub awarded programs will be charged to the "program" cost category. All costs must be documented, and the supporting documentation must be correlated to the report of expenditure request for reimbursement.

Rock Valley College shall maintain records that clearly reflect WIOA funds received and WIOA funds on hand. At any given time, Goodwill, The Workforce Connection or its fiscal agent must be able to verify, based on subrecipient records that reimbursements were deposited to subrecipient's account, and must also be able to determine the amount of WIOA funds on hand.

Rock Valley College shall maintain accounting records that are supported by source documentation. Subrecipient shall in these and other respects comply with applicable provisions of 2 CFR Part 200 – Uniform Administrative Requirements, cost principles, and audit requirements for federal awards; Subrecipient will comply with 2 CFR § 200.212 subjecting non-Federal entities and contractors to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180; Subrecipient may not prohibit or otherwise restrict employees or contractors from lawfully reporting waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information – P.L. 113-114, Division E, Title VII, Section 743.

Indirect costs are those incurred for a common or joint purpose benefiting more than one (1) cost objective, and not readily assignable to the cost objective specifically benefited without effort disproportionate to the results achieved. (See 2 CFR § 200.414).

Rock Valley College shall comply with the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1, et seq., and OMB guidance for tracking and reporting indirect costs.

The indirect cost rate applicable to this subaward is 8.6%.

### **Audit**

Goodwill or The Workforce Connection, or an individual or entity designated by either entity, may audit subrecipient's programs that affect this subaward. Subrecipient agrees to allow Goodwill or TWC, or an individual or entity designated by either, access to all records for the purpose of audit and fiscal monitoring.

Subrecipient will be responsible for informing their auditors that this subaward is Federally funded. Subrecipient shall ensure that the audit obtained meet the standards required for the subrecipient and must specify to their auditors the type of audit required.

### **Records**

Rock Valley College will be required to maintain files, including documentation of expenses, logs, and programmatic files. Rock Valley College will also be required to log all programmatic activities in the State System, IWDS, in a timely fashion, not more than 10 days after the service or interaction occurs.

Rock Valley College shall keep and maintain in a secure fashion all records created or received by Subrecipient in relation to the subaward during the existence of the subaward. The term "records" shall include, without limitation, all documents, accounts, ledgers, lists, and communications in whatever form created, received or stored including written and electronic records.

Subrecipient shall keep and maintain the records in a secure fashion for a period not less than seven (7) years following termination of the subaward and all other pending matters, if any, are closed.

Goodwill or The Workforce Connection, or an individual or entity designated by Goodwill, may audit Subrecipient's programs that affect this subaward. Subrecipient agrees to allow Goodwill, or an individual or entity designated by Goodwill, access to all records for the purpose of audit and fiscal monitoring.

Goodwill shall be furnished access to subrecipient's program staff, records, and Participants for the purpose of monitoring, review, and evaluation of program performance. Rock Valley College agrees that "access" in the terms of this section includes, but is not limited to, unscheduled and unannounced visits by Goodwill staff, designees of Goodwill, or agents of the State or Federal Government to the facilities or operations of subrecipient.

### **Participant enrollment**

Only persons certified as WIOA Title I or Trade Act eligible may be enrolled in the program.

### **Bonding and Insurance Requirements**

Every officer, director, agent, or employee authorized to act on behalf of subrecipient in receiving or depositing funds into program accounts, or in issuing financial documents, checks, or other instruments of payment for program costs shall be bonded to provide protection against loss. The amount of bonding coverage shall be for the highest advanced amounts through check planned for the present grant year. Subrecipient shall provide upon receipt a copy of all bonds referenced herein.

If Rock Valley College, in conducting activities under a grant or this subaward with Goodwill, uses motor vehicles, Subrecipient shall ensure that it has proper and adequate automobile insurance. Subrecipient herewith agrees to indemnify and hold harmless Goodwill against any and all claims, demands, actions, expenses and costs (including attorney's fees and costs) arising from Subrecipient's negligent ownership, maintenance, or use of a motor vehicle.

Subrecipient shall provide automobile insurance issued by an Insurer licensed in the State of Illinois, with coverage of \$1 million for bodily injury and property damage, including coverage for under-insured and uninsured motorists. At no time will Participants be transported by staff in private vehicles.

Rock Valley College shall conduct a criminal background investigation on all staff members. Rock Valley College shall comply in all respects with the provisions of Federal and State law in conducting such investigations and the results therein obtained, including without limitation, the provisions of the Illinois Uniform Conviction Information Act, 20 ILCS 2635/1 et seq. A record of conviction discovered through a criminal background investigation shall be reported to Goodwill not more than 30 days after date of receipt. Goodwill may request that a staff member who has a record of conviction be removed from any position funded in whole or in part by this subaward.

Subrecipient shall provide Worker's Compensation insurance where the same is required and shall accept full responsibility for the payment of unemployment insurance, premiums for Worker's Compensation, Social Security and retirement and health insurance benefits, as well as all income tax deductions and other taxes or payroll deductions.

**Staffing**

Subrecipient shall maintain current job descriptions for all positions which are funded in whole or in part by this subaward. These job descriptions shall match each staff member's actual duties. The experience and educational qualifications listed on each job description must match those of the staff member(s) to whom that job description applies. The job descriptions must be kept current.

This grant is subject to the Jobs for Veterans Act (JVA) (Pub. L. 107-288), which establishes a priority of service requirement for covered persons, such as veterans and eligible spouses, including widows and widowers, in qualified job training programs that are funded by the U.S. Department of Labor. Covered persons must meet WIOA or TAA program eligibility requirements to receive priority of services. Rock Valley College agrees to reasonably cooperate in such compliance monitoring as may be from time to time required by Goodwill and The Workforce Connection.

In situations in which subrecipient identifies an On-the-Job Training (OJT) position for a Participant, subrecipient must follow and adhere to The Workforce Connection policies for approval of OJT positions and develop an OJT agreement with the employer. Any agreement for OJT positions must receive all approvals as required by policy and subrecipient must obtain written approval before the Participant may start the job.

Subrecipient or a business owned by subrecipient or a member of subrecipient's staff may not hire a program Participant in an OJT position and doing so may be a basis for termination of this subaward.

**Purchase of property**

Any property obtained by Rock Valley College with funds received through this subaward shall be purchased, maintained, and disposed of in accordance with 2 CFR Part 200 and 2 CFR Part 2900. Prior written approval from Goodwill must be obtained before non-expendable property is purchased; three oral quotes must be received for any property with a price not less than \$300.00 and not more than \$1,000.00. Purchases for equipment over \$1,000.00 require three written quotes. Rock Valley College shall maintain all property records in such form and manner as required by TWC, but the title to the property shall be in the name of TWC unless U.S. Department of Labor or State of Illinois regulations direct that the title be maintained in the name of the Federal Government or the State of Illinois.

Rock Valley College must maintain an inventory of all non-expendable property purchased with funds received through this award. Property cannot be disposed of without Goodwill authorization.

Rock Valley College shall maintain a control system which ensures adequate safeguards to prevent property damage, loss or theft, and shall investigate and document any damage to or loss or theft of property. Subrecipient shall promptly notify Goodwill's Mission Services Director in writing concerning the damage, loss, or theft of any expendable and non-expendable property. Subrecipient shall implement adequate maintenance procedures to keep the property in good condition.

### **Monitoring, Review, and Evaluation of Program Performance**

Goodwill shall be furnished access to subrecipient's program staff, records, and participants for the purpose of monitoring, review, and evaluation of program performance. Subrecipient agrees that "access" in the terms of this section includes, but is not limited to, unscheduled and unannounced visits by TWC staff, designees of Goodwill, and agents of the State or Federal Government to the facilities or operations of subrecipient.

Quarterly monitoring will be completed for programmatic and performance outcomes, with annual fiscal monitoring completed. Any identified issues will be noted and corrective actions or procedural changes required to be completed satisfactorily.

### **Policies**

Subrecipient shall implement Participant policies as established by Goodwill and The Workforce Connection and in accordance with the federal and state regulations of WIOA. Subrecipient will develop procedures and processes to implement such policies consistently; and maintain written procedures and processes and provide a copy of the same to Goodwill.

### **Termination**

This Agreement can be terminated for the following reasons:

- (a) If either party is in material breach of this Agreement, the party not in breach may terminate this Agreement by providing the party in breach with a seven (7) day written notice of the date of termination. Cause is a failure to comply with the requirements set forth in the Workforce Innovation and Opportunity Act (WIOA) – Youth Services grant or as directed by Goodwill.
- (b) If Goodwill seeks to terminate for convenience by providing Subcontractor with thirty (30) days written notice of the date of termination.
- (c) This Agreement can also be terminated immediately due to lack of federal funding/reimbursement during the project period upon written notice to Goodwill. The Grantee will inform the subcontractor immediately of any funding issues when informed by U.S. Department of Labor.

If this Agreement is terminated pursuant to above items (b) or(c), Goodwill shall pay Subrecipient all authorized and properly billed costs up to and including date of termination or such reasonable part of its fee as shall apply to services properly performed hereunder prior to the date of such termination. Such termination shall not give rise to any claims or cause of action against Goodwill for damages or for other or extra remuneration.

### **Dispute or grievance**

Any dispute between subrecipient and Goodwill shall be resolved by initiation of judicial proceedings brought before a court of competent jurisdiction in Winnebago County, State of Illinois.

Subrecipient shall immediately notify Goodwill in writing of any actions or suits filed and of any claims made against Goodwill, Subrecipient, or any of the parties involved in the implementation and administration of the programs funded under this subaward.



## **Public Credit**

Rock Valley College expressly understands that any dissemination of information to the public concerning the subject of this subaward shall be approved in advance by Goodwill and done with full credit to the funding sources. All services offered through this funding shall be promoted under “The Workforce Connection” brand and include the following:

*The Workforce Connection- an Illinois workNet Center and partner in the American Job Center network. This program is funded by The Workforce Connection, Inc., Il Department of Commerce & Economic Opportunity, and the U.S. Department of Labor. The Workforce Connection is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. Contact the Equal Opportunity Officer at (815) 395-6688. This program is subject to the provisions of the “Jobs for Veteran’s Act” Public Law 107-288, which provides priority of services to veterans and spouses of certain veterans.*

Promotional and outreach materials shall be approved in advance by Goodwill. Subrecipients shall not develop or maintain a website, webpage or social media page for the promotion or information provision related to programs and activities funded through this subaward.

## **Deobligation of funds for low enrollment levels**

Goodwill will review the enrollment levels monthly for the programs under this subaward. If it is projected that enrollment goals will not be reached, Goodwill, in its discretion may modify or cancel this subaward in accordance with this this award. If subaward’s enrollment goals are reduced, an adjustment in the program’s funding level may be made. Enrollment goals are outlined in the scope of services at the end of this agreement.

## **Hold Harmless**

Subrecipient agrees to indemnify and save harmless Goodwill from and against any and all claims, demands, actions, and causes of action of every kind and character arising or which may at any time arise in favor of any Participant, trainee, student, employee, agent, invitee, or representative of subrecipient, arising from the any neglect, fault or default of Subrecipient occurring in connection with this subaward.

## **Salary and Bonus limitations**

Rock Valley College shall comply with Public Law 109-234, and specifically Section 7013 therein regarding limits on salary and bonus compensation for individuals who are paid by funds appropriated to the Employment and Training Administration (ETA) and provided to subrecipient. See U.S. Department of Labor Training and Employment Guidance Letter No. 5-06 for more information.

## **Modifications**

Any Federal or State laws or regulations which affect this subaward, and any and all such Federal, State, and local laws and ordinances and regulations which may, from time to time, and at multiple times, be newly adopted, altered or amended shall be incorporated into this subaward on the effective date of the laws or regulations and any amendments thereof. This subaward may

be modified based upon changes in Federal and/or State guidelines that may be forthcoming as a result of legislative changes as long as such changes do not significantly affect the scope of work subject to this subaward.

Any existing Federal, State, or local laws which are relevant or applicable to this subaward but which Goodwill or The Workforce Connection identifies after the subaward is signed shall be immediately incorporated into the subaward without further action by either Party.

If Subrecipient cannot conform to the changes required by Federal or State of Illinois laws, or Federal or State of Illinois regulations, Subrecipient shall immediately notify Goodwill in writing. The Parties shall meet in good faith to establish the standards for the termination of the Subrecipient's program in conjunction with The Workforce Connection and will terminate this subaward as soon as practicable. The best interests of the Participants shall be the primary consideration in establishing the standards for the termination.

All modification requests must be in writing with a full explanation of why the modification is necessary. Modification requests are to be directed to Goodwill's Director of Mission Services for review.

#### **Assurances and Certifications**

Rock Valley College hereby assures and certifies that:

1. It possesses the legal authority and has taken such action as may be required to enter into and be bound by this subaward and to execute the program and represents that prior to signing this subaward, it has thoroughly reviewed the same and understands and agrees to the terms set forth herein.
2. It will comply fully with the nondiscrimination and equal opportunity provision(s) of the following laws as such laws now exist or may be hereafter amended:
  - A. Section 188 of WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;
  - B. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
  - C. Section 102 of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended, which prohibit discrimination against qualified individuals with disabilities;
  - D. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
  - E. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
  - F. The Illinois Human Rights Act, as amended, and its Rules and Regulations, which prohibits discrimination in Illinois with respect to employment, financial credit, public accommodations, housing and sexual harassment, as well as sexual harassment in education;

- G. Nontraditional Employment for Women Act of 1991, as amended, which requires the reporting of information regarding the training and training-related placement of women in non-traditional employment;
- H. U.S. Department of Labor Regulations at 29 CFR Part 1604, Guidelines on Discrimination because of Sex, Sexual Harassment;
- I. U.S. Department of Labor Regulations at 20 CFR 652;
- J. U.S. Department of Labor Regulations at 29 CFR Parts 31 and 32;
- K. Fair Labor Standards Act of 1938;
- L. Illinois Victims' Economic Security and Safety Act of 2003;
- M. Equal Pay Act of 1963;  
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- N. Minimum Wage Act of 1938;
- O. The Civil Rights Restoration Act of 1987;
- P. Executive Order 12250;
- Q. Executive Order 11246;
- R. U.S. Department of Justice Regulations at 28 CFR Part 42, Subparts F and H; and
- S. Vietnam Era Veterans' Readjustment Assistance Act of 1974.
3. It will comply with U.S. Department of Labor Regulations at 29 CFR Parts 31, 32, and 37, and other applicable requirements imposed by or pursuant to regulations implementing the laws listed herein, and shall cooperate with such compliance monitoring as TWC or its designee or fiscal agent may from time to time require. Subrecipient understands that the United States has the right to seek judicial enforcement of this assurance.
4. No funds received under this subaward will be used to fund any activities prohibited under WIOA, Federal, State or local laws or implementing regulations.
5. No WIOA funds received under this subaward will be used to fund the same programs for which Federal Supplemental Educational Opportunity Grants (SEOG) are received, including, but not necessarily limited to, Federal Pell Grants.
6. No WIOA funds received under this subaward will be used to support any religious or anti-religious activity; Participants in the program will not be employed on the construction, operation, or maintenance of that part of any facility which is used for religious instruction or worship.
7. Appropriate standards for health and safety in work and training situations will be maintained.
8. The program will not result in the displacement of employed workers or impair existing subawards for service.
9. No funds will be used to train Participants to fill a job opening created by the action of an employer in laying off or terminating the employment of any other employee of the Subrecipient in anticipation of filling the vacancy so created by the hiring of a program Participant.
10. No Participant is a member of the immediate family of subrecipient or an employee of subrecipient who is engaged in an administrative capacity. The term "immediate family" means wife, husband, son, daughter, mother, father, brother, sister, brother or sister-in-law, father or mother-in-law, son or daughter-in-law, aunt, uncle, niece, nephew, stepparent, and stepchild. The term "person in an administrative capacity" includes those persons who have overall administrative responsibility for a program, including employees who have selection, hiring, placement, or supervisory responsibilities for the Participant.

11. Any requests for Participant information other than requests from potential employers regarding a Participant's training background and progress shall be referred to Goodwill and/or The Workforce Connection.
12. Participants will not be involved in any manner in labor disputes presently existing or that may subsequently arise following the time of execution of this subaward. WIOA funds provided through this subaward shall not be used in any pro or anti-labor union activities.
13. All records and reports required to be completed by subrecipient pursuant to this subaward shall be accurate, true, and correct to the best knowledge of Subrecipient. Any misrepresentation of a material fact concerning the eligibility, accomplishment, or placement of a Participant, may result in WIOA funds being withheld by Goodwill, or legal action, to recover funds paid to subrecipient as a result of such misrepresentation.
14. It will establish safeguards to prevent Subrecipient's staff members, employees, officers, directors, partners, owners, board members, agents, representatives, and volunteers from using their positions for a purpose that is, or gives the appearance of, being motivated by desire to divert WIOA funds for private gain for themselves or others, particularly those with which they have family, business, or other ties as a result of the work to be performed as outlined in the attachments to this subaward.
15. It will be bound by determinations arising from TWC's Debt Collection and Audit Resolution Procedures.
16. It will comply with the non-procurement suspension and debarment regulations implementing Executive Orders 12549 and 12689, 2 CFR 180 (2 CFR 200.212), which prohibits a contract award from being made to parties listed on the government-wide exclusions in the System for Award Management (SAM).
17. It is not disbarred, suspended, or proposed for debarment declared ineligible, or voluntarily excluded from participation in this subaward by any Federal department or agency (45 CFR Part 76), or by the State of Illinois (30 ILCS 708/25(6)(G)).
18. It will comply fully with the following laws as such laws now exist or may be hereafter amended:
  - A. Subpart C of CFR Part 180, as supplemented by 2 CFR Part 376, Subpart C;
  - B. The Copeland "Anti-kickback" Act, as amended, and as supplemented by U.S. Department of Labor Regulations at 29 CFR Part 3;
  - C. The Davis-Bacon Act of 1931, as amended, and as supplemented by U.S. Department of Labor Regulations at 29 CFR Part 5;
  - D. The Contract Work Hours and Safety Standards Act, as amended, and as supplemented by U.S. Department of Labor Regulations at 29 CFR Part 5;
  - E. The Byrd Anti-Lobbying Amendment, as amended;
  - F. 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contract and Cooperative Agreements," and any implementing regulations issued by TWC pertaining to any assignment or performance of experimental, development, or research work under that "Funding Agreement", which arises or is developed in the course of or under this subaward, including copyrights and data rights.
  - G. Procurement standards set forth in 2 CFR 200.322;
  - H. All applicable standards, orders, or requirements of The Clean Air Act and the Federal Water Pollution Control Act, as amended. Subrecipient will immediately report violations to Goodwill, TWC, and the Regional Office of the Environmental Protection Agency;

I. Mandatory standards and policies relating to energy efficiency which are contained in the Illinois Energy Conservation Code issued in compliance with the Energy Policy and Conservation Act; and

J. All applicable business licensing, taxation and insurance requirements.

19. It will take all necessary steps to assure that minority firms, women's business enterprises, and labor surplus firms are used when possible, as required by 24 CFR Part 85.36(e).

20. It is not a corporation or agency that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, unless a Federal Agency has considered suspension or debarment of the corporation or agency and has made a determination that this further action is not necessary to protect the interests of the United States Government.

21. It is not an agency or corporation that was convicted of a felony criminal violation under any Federal Law within the preceding 24 months before this subaward was executed, unless a Federal Agency has considered suspension or disbarment of the agency or corporation and has made a determination that this further action is not necessary to protect the interests of the United States Government.

22. It will address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate, when subaward is more than the simplified threshold amount determined by the Civilian Agency Acquisition Council.

23. It will address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.

24. It is able to provide programmatic and architectural accessibility for individuals with disabilities.

25. It will comply with the Grant Accountability and Transparency Act.

26. If subrecipient is a Corporation or a Limited Liability Partnership, it is in good standing for operations in the State of Illinois and will provide a copy of its "Certificate of Good Standing" from the Illinois Secretary of State's office.

**Signatures**

Subrecipient’s execution of this subaward shall serve as its certification and representation that subrecipient has read, understands, and agrees to all provisions of this subaward and all the information provided by subrecipient is true and correct in substance and in fact to the best of its knowledge, information and belief formed after due inquiry. Subrecipient represents and warrants that the individual executing this subaward is fully empowered to bind subrecipient to this subaward, that all necessary action has been taken under applicable law and its policies, procedures, and by-laws to authorize execution of this subaward and to bind subrecipient thereto. Subrecipient intends that Goodwill rely on the foregoing representation and warranty as an inducement to Goodwill to execute this subaward.

Rock Valley College

By: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

Goodwill Industries of Northern Illinois and Wisconsin Stateline Area, Inc.

By: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

## Scope of Work

### **Focus of One-Stop Programming:**

The focus of the One Stop, Adult, and Dislocated Worker Programming is to coordinate, implement, and provide a seamless workforce system that aligns, organizes and optimizes workforce service delivery and outcomes, creating a common customer path with a standardized process for a wide range of services.

### **Services / Activities:**

#### **WIOA Title I Career and Training Services for Adults and Dislocated Workers (including 1E and 1N funding streams) Services/Activities:**

Provide WIOA Title I Basic and Individualized Career Services and facilitate Training Services for Adults and Dislocated Workers

Basic career services available to individuals through the one-stop delivery system include:

- determinations of whether the individuals are eligible to receive assistance under this subtitle;
- outreach, intake (which may include worker profiling), and orientation to the information and other services available through the one-stop delivery system;
- initial assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), and supportive service needs;
- labor exchange services, including –
  - job search and placement assistance and, in appropriate cases, career counseling, including providing information on in-demand industry sectors and occupations; and
  - providing information on nontraditional employment; and job placement and job development services for job seekers;
- referrals to and coordination of activities with other programs and services, including programs and services with the one-stop delivery system, and, in appropriate cases, other workforce development programs;
- workforce and labor market employment statistics information;
- performance information and program cost information on eligible training providers and program services; and
- assistance in establishing eligibility for program of financial aid assistance for training and education programs that are not funded under WIOA.

#### **Individualized Career Services and connection to Training Services, for eligible adults and dislocated workers include:**

- Comprehensive and specialized assessments of skill levels and service needs of adults and dislocated workers, which may include
  - Diagnostic testing and use of other assessment tools; and
  - In-depth interviewing and evaluation to identify employment barriers and appropriate goals
- Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services, and career pathways to attain career objectives;
- Group counseling; Individual counseling; and/or Career planning;
- Short-term prevocational services/skills upgrading and retraining, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training;
- Internships and work experiences that are linked to careers;
- On-the-Job Training (OJT);
- Workforce preparation activities;
- Financial literacy services;

- Out-of-area job search assistance and relocation assistance; or
- English language acquisition and integrated education and training programs;
- Referrals to:
  - Adult Basic Education and High School Equivalency (HSE) preparation activities
  - Bridge Programs
  - Occupational Training (Eligible Training Providers and Programs);
- On-going Case Management and Coaching;
- Unsubsidized Job Development and Placement Assistance coordinated with The Workforce Connection’s Business Account Managers and Business Service Team;
- Management of records, including case notes;
- Management of data related to WIOA Performance Goals; and
- Follow-up services, including counseling regarding the workplace, for participants in workforce development activities, placed in unsubsidized employment, for not less than 12 months after the first day of employment, as appropriate.

**NOTE: Trade Act services are integrated with Dislocated Worker services. The delivery of Rapid Response services is coordinated with the IL Department of Commerce and Economic Opportunity.**

|                                  |  |
|----------------------------------|--|
| <b>WIOA Performance Measures</b> | <b>Definition</b>  |
| <b>Entered Employment</b>        | The percentage of participants who are in unsubsidized employment during the second quarter after exit   |
| <b>Employment Retention</b>      | The percentage of participants who are in unsubsidized employment in the fourth quarter after exit   |
| <b>Median Earnings</b>           | The median earnings of participants who are in the second quarter after exit   |
| <b>Credentials</b>               | The percentage of participants who obtain recognized post-secondary credential or secondary school diploma/GED within one year after exit from the program |
| <b>Skills Gains</b>              | The percentage of participants enrolled in training or education program who show documented skills gains during a program year                            |
| <b>Business Services</b>         | Effectiveness of serving employers (TBD by IL DCEO)  |

**PY2021 Performance Measures\***

\*Final verification of performance goals has not been received from DCEO. These performance goals could be modified if DCEO modifies performance goals.

**PY 2021 Negotiated Goals**

| <b>LWIA 3: The Workforce Connection<br/>Performance Measure</b> | <b>PY2021 Performance Goal</b> |
|---|--------------------------------|
| <b>Adult</b>  |                                |
| Adult Employment Rate 2 <sup>nd</sup> Quarter after Exit        | 70.0%                          |
| Adult Employment Rate 4 <sup>th</sup> Quarter after Exit        | 68.0%                          |



|   |         |       |
|---|---------|-------|
| Adult Median Earnings                                 | \$6,000 |       |
| Credential Attainment                                 | 64.0%   |       |
| Adult Measureable Skills Gain                         | 55.0%   |       |
| <b>Dislocated Worker</b>                              |         |       |
| DW Employment Rate 2 <sup>nd</sup> Quarter after Exit | 72.0%   |       |
| DW Employment Rate 4 <sup>th</sup> Quarter after Exit | 72.0%   |       |
| DW Median Earnings                                    | \$8,500 |       |
| Credential Attainment                                 | 60.0%   |       |
| DW Measurable Skills Gain                             | 59.0%   | 59.0% |

**Enrollment Schedule**

In PY 2021 WIOA Adult/Dislocated Worker will serve 500 Adult participants and 200 Dislocated Worker participants. An estimated total of 235 WIOA participants (160 Adult participants and 75 Dislocated Worker) will be carried-over from PY20, with new enrollments for WIOA Adult / Dislocated Worker participants will be 340 Adult and 125 Dislocated Worker during the period 7/1/21-6/30/22.

| <u>PY 2021 Carry-Over #</u><br>Adult   | <u>PY 2021 Carry-Over #</u><br>Dislocated Worker  | <u>Total PY21</u><br><u>Carry-Over</u>                     |                    |
|--|---|--|--------------------|
| 160  | 75  | 235  |                    |
| <u>Cumulative # of Planned</u><br><u>New Enrollments—Adult</u><br>(Year-to-Date New Enrollments) | <u>Cumulative # of</u><br><u>Planned New</u><br><u>Enrollments—</u><br><u>Dislocated Worker</u><br>(Year-to-Date New Enrollments) | <u>Total</u><br><u>New</u>                                 | By Date            |
| 85   | 32  | 117  | September 30, 2021 |
| 85   | 31  | 233  | December 30, 2021  |
| 85   | 31  | 349  | March 31, 2022     |
| 85   | 31  | 465  | June 30, 2022      |
| <u>GOAL</u><br><b>Total PY21</b><br><b>Adult</b><br><b>Served</b>                                | <u>GOAL</u><br><b>Total PY21</b><br><b>Dislocated Worker</b><br><b>Served</b>   | <u>GOAL</u><br><b>Total New &amp;</b><br><b>Carry Over</b> |                    |
| 500  | 200   | 700  |                    |
|  | <b>*Additional information to note:</b><br>53 enrollments needed in 1N funding in addition to 1D by<br><b>12/31/2021</b>          |  |                    |

**PROGRAM DESCRIPTION (Directly from proposal)**  
**WIOA SERVICES FOR ADULTS AND DISLOCATED WORKERS**

A Goodwill and our partner Rock Valley College know and understand the local area and partners and have participated in developing local strategies, including the Regional Plan for workforce development. As a result, we are uniquely positioned as leaders who understand local workforce needs. Specifically, we work with leading and emerging industries to fulfill the technical needs as well as essential “soft skills.” Additionally, our work has always addressed the digital divide by providing access to technology. However, we have increased these efforts due to the gap that has been exacerbated by the COVID-19 pandemic. Our workforce programs help individuals overcome barriers to employment through training and the vital collaboration among workforce partners ensures that customers’ needs are met proactively.

We will work with community partners and agencies to provide information so individuals can easily access the WIOA programming in all three counties. We currently offer remote testing and enrollment as an option for customers who are interested in WIOA training programs. We will continue to expand virtual services post-pandemic and provide services at community sites to ensure access and availability.

B As partners, Goodwill and RVC will leverage our strong relationship with local partners to provide quality and person-centered case management and career planning services for Adults and Dislocated Workers in the three-county area. These services are integrated with our One-Stop Operator Services; thus, our strategies for engaging, recruiting, enrolling, and serving job seekers build on the robust engagement and outreach outlined in Section 3. Reinforcing the brand of TWC will raise awareness of services.

Additional innovations that we will bring to this initiative include:

- Partner engagement opportunities - including enrollment sessions on-site, same-day enrollments, and ensuring integration opportunities and follow ups;
- Utilizing IDES distribution lists to reach Dislocated Workers;
- Demystifying program enrollment jargon while maintaining compliance and outcomes;
- Strengths-based case management and removing roadblocks.

We have created intake and enrollment sessions online and through Facebook Live, making them accessible for many in our communities; we will continue to innovate and provide additional options to make the process more convenient and centralize customer support for a better experience. We will streamline enrollment through an Intake and Eligibility Specialist, ensuring that staff can walk customers through information and document collection, thereby humanizing the process even further. With the Service Integration Specialist, our Intake Specialist will help customers navigate the process, with feedback from our customers to continue to improve our strategy. In addition to continuous improvement, this customer-centered approach will speed up enrollment for WIOA programming.

C The Workforce Connection is a place of opportunity for all, and as such, we will continue to make all locations open, welcoming, and relevant for all individuals. Goodwill and RVC bring a wealth of knowledge and proven experience serving special populations; from Goodwill's work

with justice-involved individuals and youth to RVC's work with refugee and immigrant populations, our organizations welcome all individuals and provide appropriate services.

As part of this commitment, we will provide specialized staff training, ensuring all staff embrace the philosophy of a strengths-based approach; staff will be educated in how to counsel job seekers dealing with poverty, disabilities, accommodations, criminal justice issues, and other barriers to sustained employment. Additionally, we will leverage strong relationships with DRS VR and local service agencies.

Innovative examples of special population engagement include:

- Working with the Winnebago County Sheriff and partners to connect with and enroll individuals nearing release, providing education and employment opportunities after returning to free society. We will pilot and expand services for returning citizens to ensure opportunities for this population;
- Sharing enrollment information and answering questions at the United Way of Rock River Valley Strong Neighborhood House and Rockford Rescue Mission, rapidly enrolling clients into services;
- Providing Spanish workshops and information for those who speak Spanish as their first language;
- Offering an onsite Basic Education Upgrading and Development Class to support customers with basic skills deficiencies. We are partnering with RVC's Welcome Center to provide targeted employment assistance to new arrivals and immigrants, Veterans, and families utilizing the TANF program.

D Individuals will be oriented and assessed in all locations with various means to ensure flexibility and enrollment ease. We have put the orientation information online with a short and easy-to-understand video that includes captioning and translation for proper accessibility. Additionally, the Intake and Eligibility Specialist hosts in-person and online sessions. We will continue to provide information in various means, increasing access for those at the centers and those in other community sites or locations.

Individuals can watch or attend the orientation, which provides essential information on the program, requirements, and expectations to understand the benefits and commitment. The specialist can then answer questions, provide additional clarification on any issues and assist in navigating the next steps. WIOA enrollment includes several documents, and our Intake and Enrollment Specialist will not only provide information but assist customers in navigating the records and information they need to collect for enrollment. For example, if a customer wants to enroll but does not have a driver's license, our specialist can help them navigate obtaining the license for enrollment. The goal is to remove barriers to employment and education services, and we will work collaboratively with partners to do so.

When ready, we will also conduct customer assessment testing, including testing basic skills, career interests, and aptitude. For basic skills, we will continue to use CASAS testing. It is more customer-friendly than assessments used in the past due to its length and cultural competency. Additionally, we can remotely test customers with transportation barriers if they have the technology to test at home. For career aptitude and interest, we will use Career Cruising and

Illinois WorkNet assessments. We are very familiar with these tools and provide staff training on all sites and reports.

Once the Intake and Enrollment Specialist has the requisite information, they will assign the file to a Career Planner and set the meeting, ensuring that the customer has one point of contact until they meet their Career Planner. This ability to create rapport and have one point of contact will increase customer retention and program enrollment. By centralizing communications through Goodwill, it will also create more engagement on the front end for customers while simultaneously removing additional work from Career Planners so they can focus on service provision, case-manage, and career plan for customers, rather than being overburdened with a lot of initial paperwork.

E Goodwill and RVC have a great deal of experience in case management; our philosophy is to meet the customer where they are and provide effective, strengths-based case management. With this proposed model, we will maximize the benefit of working with the Career Planner, ensuring high-quality, strengths-based, and outcome-oriented services that equitize education and employment attainment. Customers must be in charge of their career journey, yet connected with Career Planners to guide the process, encourage, and hold customers accountable to their own goals. *See subsection D for more details.*

The process for developing and managing an individual employment plan (IEP) is based on each customer's strengths and needs as identified in their assessments and career interests. The Career Planner and customer will review a career option's suitability based on interests, abilities, and wage and growth prospects. The Career Planner can then provide customers with information and options for education, training, employment, and support services. Our IEPs will be thorough and innovative, identifying training and work-based learning steps and planning measures for mitigating barriers to employment or advancement. With our Service Integration Specialist integrated with the program enrollment, we can ensure that there is a multi-agency approach to services as customers work with many agencies. For example, when a One-Stop Center customer has existing caseworkers for housing and benefits, we ensure that the IEP is developed with input and information from all agencies to remove duplication of services and maximize all parties' strengths, thereby increasing the customer's success potential.

F We will offer Career Services at all sites, as outlined in TEGL 03-15, including but not limited to an initial assessment of skills, aptitudes, interests, and barriers; eligibility determination for WIOA Title I; basic career counseling; job search assistance; and referrals to other services as needed. We will augment the State-provided tools such as Illinois Job Link and WorkNet with Goodwill's engaging Skills2Succeed Career Readiness Mobile Application to streamline Career Services.

We will offer individualized programming workshops as detailed in Section 3, sub-section C, and ensure that workshops are appropriate to serve customers' and employers' needs. For example, the Assessment and Instruction Specialist regularly offers the Career Readiness and Employment Skills workshops at all sites. This series prepares job seekers at all levels with up-to-date job searching, work readiness, and application and retention tools. Individuals can take one module or the whole series, depending on need. Additionally, partners provide several

engaging workshops and events for customers at all locations, including workshops for supportive services, understanding career pathways, and educational options.

Goodwill is engaging with emerging technologies to stay on the forefront of career readiness training and is currently piloting a new Virtual Reality (VR) Mock Interview Program for job seekers. This cutting-edge technology can be deployed to provide innovative, engaging content that resonates with job seekers and prepares them for the workforce. COVID-19 has made it difficult to interact with others safely while in-person; additionally, with many companies opting for phone or virtual meeting interview for first impressions, today's and tomorrow's job seekers need to be comfortable engaging with a potential employer virtually, while maintaining a professional appearance and demeanor. VR coaching allows job seekers to learn and make mistakes in a safe space and enables other staff to work with additional customers in the meantime.

For job matching, our Career Services staff will communicate and connect job seekers to in-demand opportunities through IWDS, Salesforce, and Illinois Job Link. Specialized Business Services staff will work with enrolled customers to assess and connect to opportunities that match the customer's needs.

G Career Pathways are integral to Career Services and we must ensure that customers understand the options available to them. Career Centers have graphics and tools to demonstrate career pathways, and in 2020, Goodwill began a series of Facebook Live enrollment sessions where staff discuss various in-demand career pathways in our local area, share information, and answer questions from participants before connecting them to WIOA enrollment.

Additionally, staff undergo regular training to understand career pathways, complete with tools designed for customer use, multiple entry points, options for credentials, and explanations on how each step ties into careers and wages. Career pathways will be integrated at each stage; we will conduct career cruising at enrollment and discuss career pathways in each IEP. Regardless of which industry the customer enters or at what skill level, they can take steps to advance their career.

Career Planners will encourage continuous growth and education, with connections to Adult Basic Education, higher education, and specialized training options that connect to the Region's targeted industries, including advanced manufacturing, food processing, healthcare, and transportation, distribution, and logistics, as well as hospitality and IT industries where demand is expected to continue growing. This continued work with career pathways is sustained through our partners in adult primary education, higher education, job training, and tailored services which enables customer-centered education and training for customer and employer needs.

H Service integration and coordination with the 16 Core partners is essential to the work we do; customers often come to us with great strengths, yet many barriers that need to be mitigated to be successful. We can make a more significant collective impact with customers and employers through effective service integration with the partners. We will connect customers to the partner programs for which they are eligible through our Service Integration Specialist, using contacts and direct linkage. This will not be a referral where a customer is handed a piece of paper or told

to go to an agency; instead, a partner will review their information and ensure they are eligible and appropriate for the services. Our Service Integration Specialist will also follow-up with customers to ensure that they received the services they needed to continue. If not, we can assist in troubleshooting or finding other services. This critical liaison between partners, in addition to partner networking, sharing resources, and working together in our career centers, will create strong relationships with all partners and will enhance customer satisfaction.

As the program provider, we will actively participate and lead efforts with the Operations Management Council, where our WIOA partners convene bi-monthly. The partner training guide and training video are direct examples of resources that help all partners. While the satellite centers are not comprehensive, we will continue to bring partners in to share resources and information to strengthen service delivery for all customers.

Examples of innovative ways we will work with partners include:

- Working with our local Housing Authorities to provide on-site enrollment and Career Services;
- Interview Practice via Virtual Reality Simulations at various community and partner sites;
- Flexible Career readiness courses that teach practical skills informed by training partners and employers to address current needs;
- Learn-and-earn models for participants that need to work and train simultaneously.

I Rock Valley College has over 15 years of direct experience working with the Illinois Department of Commerce and Economic Opportunity (DCEO) to successfully administer the Trade Program. RVC's experience with the Trade Program began in 2004 when the Illinois Department of Employment Security (IDES) transferred the responsibilities. With oversight support from Goodwill, RVC will be the point of contact on the Trade Program, where leadership possesses expert knowledge from eligibility to exit. They have adapted through the Act's many changes and participated in professional development training in 2020 and 2021 to understand new guidelines and systems.

Rock Valley College's experience and expert knowledge of the Trade Program is critical to adequately work with current and future trade-affected workers because their eligibility for (lifelong) benefits is based on and attached to their employment separation date. The "Date-finder" tool was created by RVC to ensure accurate eligibility and earned State recognition for "Best Practices." The Trade Agent process can be especially challenging due to the requirement to partner with other states across the country to provide services; we have worked through state-to-state procedures, established contacts and agreements, and built excellent working relationships with our partner states to improve this service.

J We commit to timely data-entry and case-noting with IWDS, Illinois WorkNet and Salesforce CRM system for Business Services activities. Both Goodwill and RVC staff are familiar with the system and the reports. Staff will be trained upon hire and annually in case-noting to ensure appropriate data-input.

Additionally, our compliance staff will ensure that data is entered accurately and work with management to address any changes or corrections. With over 20 combined years of local

experience and the systems of accountability built into this model, we can ensure that data is documented accurately and timely.

K We understand the need for skills upgrading, training, and credentials for individuals and employers in our local area. COVID-19 has introduced new barriers to workforce development, but we rose to the occasion and have implemented engaging virtual tools for remote practice and education (see Section 4F for details). In addition to the workshops offered, we will provide Career Readiness training that is flexible, accessible, and addresses the workforce's needs in all areas. Topics covered will range from resume writing, interviewing skills, professional use of social media, managing an online presence, networking skills, communication, and effective job search practices. Resources and tools utilized will include Illinois Joblink, Illinois WorkNet, Accenture VR, and Skills2Succeed.

We will connect participants with Eligible Training Providers through our Career Planners to help navigate career pathways and determine the best program to suit their needs. Training is not just limited to "off-the-shelf" programs. Our staff are *responsive* and will identify emerging trends and offer options for consideration as the community need arises. We will also work with our Adult Basic Education partners on bridge programming to upgrade participants' skills. We have access to an array of pre-vocational and Individual Training Account options, such as computer classes, necessary skills upgrades, and industry-recognized credentials. In addition to training and workshops, we will provide individuals opportunities to learn and earn through on-the-job training apprenticeships and work experiences.

L For participants that come into the program for On-the-Job training or Work Experience, or those who have finished training, Career Planners will refer them to the Business Services team, who will work to provide work-based learning solutions in high quality, in demand industries. This could include non-subsidized employment as well as earn-and-learn models such as on-the-job training, transitional jobs, apprenticeships, and work experience. We will work with the targeted industries from the Regional Plan for in-demand career opportunities, including positions in Manufacturing, Health Care, Transportation and Logistics, and other industries that provide growth and living wages.

Work-based learning is an essential element of our strategy, as many individuals need to earn while they learn. Thus, we will ensure that our staff prioritize these options for participants. Customers that work with our Business Services staff will benefit from a readiness assessment and receive help with unsubsidized employment. Our Work-Based Learning Specialists can connect participants to opportunities with local employers. The Career Planning and Business Services teams will work hand-in-hand with customers and ensure that both participants' and employers' needs are met.

M With this Proposal's improved model, RVC will hire additional full-time Career Planners, each with a caseload of 75-100 customers. By providing additional eligibility assistance before the customer meets with the Career Planner and compliance staff that handles follow-up and exits, we believe this will allow Career Planners to have a full caseload and provide high quality, strengths-based services for customers.

Career Planners will have a caseload of both Adult and Dislocated Worker customers and any other customers from special grants such as the 1N grant. Throughout the contract period,

Goodwill will monitor and adjust caseloads as needed to ensure high-quality services for customers.

N We will staff all centers with professional, trained, and knowledgeable staff to ensure customers are supported and guided. We have included a staffing chart in Attachment 4.

O Follow-up services will be implemented for all customers to ensure that Adult and Dislocated Worker customers are employed or in educational programs and are succeeding. These follow-up services are available for 12 months, beginning on the first day of employment, schooling, or programming. Staff will conduct monthly follow-ups with customers to address any workplace concerns and life situations that are potential barriers to sustaining or advancing employment. Follow-up will be conducted through calls, texts, emails or check-ins to ensure we can reach the customer and help with any issues. If issues arise during follow-up, our Compliance or Service Integration Specialist can connect individuals to assistance to ensure success.

Modified budget and narrative below.

| WICA Budget Page 1                                |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
|---|------------------------------|--------------------|-------------------------|-------------------------|--------------------|------------------------|-------------------------|------------------|------------------------|-------------------------|---------------------|------------------------|-------------------------|--------------------|------------------------|-----------------------|----------------------|-----------------------|-----------|
| Organization:                                     | Rock Valley College          |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Budget Period (Dates):                            | July 1, 2021 - June 30, 2022 |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| BUDGET - WAGES                                    | PY21 OSO Original Budget     | PY21 OSO Changes   | PY21 OSO Revised Budget | PY21 IA Original Budget | PY21 IA Changes    | PY21 IA Revised Budget | PY21 ID Original Budget | PY21 ID Changes  | PY21 ID Revised Budget | PY21 IE Original Budget | PY21 IE Changes     | PY21 IE Revised Budget | PY21 IN Original Budget | PY21 IN Changes    | PY21 IN Revised Budget | Trade Original Budget | Total Revised Budget | Total Original Budget |           |
| Include Employees Title and ad                    | 12%                          | -11%               | 2%                      | 6%                      | 11%                | 7%                     | 13%                     |                  | 13%                    |                         | 2%                  | -2%                    |                         | 2%                 | 2%                     |                       |                      | 100%                  |           |
| Enrolled Services Director - 8 hrs/day x 194 days | 51,355.00                    |                    | -7,805.00               | 43,550.00               | 8,559.00           | 43,550.00              | 8,559.00                | -1,301.00        | 7,258.00               | 1,317.00                |                     | -4,609.00              | 418.00                  | 5,025.00           |                        |                       | 55,633.00            | 57,592.00             |           |
| Accounting Spec - 8 hrs/day x 239 days            | 17,033.00                    |                    | -17,033.00              | 17,033.00               |                    | 17,033.00              | 2,639.00                |                  | 2,639.00               | 437.00                  |                     | -437.00                | 1,629.00                | 437.00             | 1,666.00               |                       | 21,899.00            | 21,899.00             |           |
| Admin Assistant - 8 hrs/day x 239 days            | 3,890.00                     |                    | -3,890.00               | 19,029.00               |                    | 19,029.00              | 3,269.00                |                  | 3,269.00               | 585.00                  |                     | -585.00                | 2,449.00                | 585.00             | 2,834.00               |                       | 23,724.00            | 23,724.00             |           |
| Career Planner - 8 hrs/day x 260 days             | 45,214.00                    |                    | -1,248.00               | 33,906.00               | 1,248.00           | 33,906.00              | 5,651.00                | 208.00           | 5,859.00               | 866.00                  |                     | -866.00                | 3,843.00                | 1,413.00           | 4,059.00               |                       | 45,969.00            | 45,969.00             |           |
| Career Planner - 8 hrs/day x 260 days             | 31,159.00                    |                    | -1,248.00               | 31,159.00               | 1,248.00           | 33,447.00              | 6,200.00                | 208.00           | 6,408.00               | 954.00                  |                     | -954.00                | 3,338.00                | 1,068.00           | 4,438.00               |                       | 43,921.00            | 43,921.00             |           |
| Career Planner - 8 hrs/day x 260 days             | 33,790.00                    |                    | -1,248.00               | 31,542.00               | 1,248.00           | 33,038.00              | 5,632.00                | 208.00           | 5,840.00               | 866.00                  |                     | -866.00                | 3,033.00                | 1,010.00           | 4,042.00               | 1,500.00              | 46,420.00            | 46,420.00             |           |
| Career Planner - 8 hrs/day x 238 days             | 33,794.00                    |                    | -3,092.00               | 30,702.00               | 3,092.00           | 33,794.00              | 5,632.00                | -513.00          | 5,119.00               | 867.00                  |                     | -867.00                | 3,033.00                | 811.00             | 3,844.00               |                       | 35,574.00            | 35,574.00             |           |
| Career Planner - Career - 8 hrs/day x 130 days    | 19,160.00                    |                    | -7,410.00               | 11,750.00               | 7,410.00           | 17,550.00              | 1,680.00                | 1,230.00         | 2,625.00               | 260.00                  |                     | -260.00                | 910.00                  | 1,119.00           | 2,029.00               |                       | 22,820.00            | 22,820.00             |           |
| Instructor & Assessment Specialist                | 2,532.00                     |                    | -330.00                 | 2,184.00                | 12,661.00          | -1,092.00              | 10,989.00               | 2,432.00         | -330.00                | 2,184.00                | 390.00              |                        | -390.00                 | 1,364.00           | 154.00                 | 1,518.00              |                      | 18,875.00             | 18,875.00 |
| <b>TOTAL WAGES</b>                                | <b>6,338.00</b>              | <b>-338.00</b>     | <b>6,000.00</b>         | <b>294,120.00</b>       | <b>-1,777.00</b>   | <b>293,843.00</b>      | <b>50,077.00</b>        | <b>-89.00</b>    | <b>49,992.00</b>       | <b>7,704.00</b>         | <b>-7,784.00</b>    | <b>26,966.00</b>       | <b>7,642.00</b>         | <b>34,607.00</b>   | <b>1,500.00</b>        |                       | <b>388,042.00</b>    | <b>388,042.00</b>     |           |
| <b>FRINGE BENEFITS</b>                            |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| SUERS - 12.90%                                    | 491.00                       |                    | -67.00                  | 424.00                  | 35,149.00          | -5,735.00              | 29,414.00               | 5,071.00         | -867.00                | 5,004.00                | 919.00              |                        | -919.00                 | 3,215.00           | 262.00                 | 3,477.00              | 185.00               | 38,504.00             |           |
| Social Security (6.2%)                            | 92.00                        |                    | -14.00                  | 78.00                   | 4,259.00           | -693.00                | 3,566.00                | 594.00           | -90.00                 | 481.00                  | 46.00               |                        | -46.00                  | 176.00             | 14.00                  | 190.00                | 1,196.00             | 1,196.00              |           |
| Medicare (1.45%)                                  | 1,658.00                     |                    | -270.00                 | 1,088.00                | 46,011.00          | -3,689.00              | 51,700.00               | 8,322.00         | -520.00                | 8,642.00                | 1,280.00            |                        | -1,280.00               | 4,481.00           | 1,659.00               | 6,140.00              | 266.00               | 68,030.00             |           |
| Life Insurance                                    | 30.00                        |                    | -7.00                   | 25.00                   | 1,333.00           | -150.00                | 1,183.00                | 239.00           | -35.00                 | 203.00                  | 35.00               |                        | -35.00                  | 16.00              | 10.00                  |                       | 1,562.00             | 1,562.00              |           |
| Unemployment                                      | 84.00                        |                    | -10.00                  | 54.00                   | 2,868.00           | -386.00                | 2,572.00                | 598.00           | -89.00                 | 440.00                  | 78.00               |                        | -78.00                  | 273.00             | 32.00                  | 305.00                | 13.00                | 3,384.00              |           |
| Workers Comp. - R                                 | 650.00                       |                    | -65.00                  | 585.00                  | 2,968.00           | -405.00                | 2,563.00                | 508.00           | -75.00                 | 433.00                  | 82.00               |                        | -82.00                  | 273.00             | 32.00                  | 305.00                | 13.00                | 3,384.00              |           |
| <b>TOTAL FRINGE</b>                               | <b>\$2,337.00</b>            | <b>-\$668.00</b>   | <b>\$1,669.00</b>       | <b>\$92,343.00</b>      | <b>-\$2,701.00</b> | <b>\$89,642.00</b>     | <b>\$15,863.00</b>      | <b>-\$562.00</b> | <b>\$15,301.00</b>     | <b>\$2,446.00</b>       | <b>-\$2,446.00</b>  | <b>\$8,641.00</b>      | <b>\$2,086.00</b>       | <b>\$10,627.00</b> | <b>\$500.00</b>        |                       | <b>\$117,739.00</b>  | <b>\$117,739.00</b>   |           |
| <b>TOTAL WAGES AND FRINGE</b>                     | <b>\$8,675.00</b>            | <b>-\$1,006.00</b> | <b>\$7,669.00</b>       | <b>\$386,463.00</b>     | <b>-\$2,878.00</b> | <b>\$383,585.00</b>    | <b>\$65,940.00</b>      | <b>-\$647.00</b> | <b>\$65,293.00</b>     | <b>\$10,144.00</b>      | <b>-\$10,144.00</b> | <b>\$35,607.00</b>     | <b>\$9,728.00</b>       | <b>\$45,234.00</b> | <b>\$2,000.00</b>      |                       | <b>\$505,781.00</b>  | <b>\$505,781.00</b>   |           |
| WICA Budget Page 2                                |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Organization:                                     | Rock Valley College          |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Budget Period (Dates):                            | July 1, 2021 - June 30, 2022 |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| BUDGET - OTHER COSTS                              | PY21 OSO Original Budget     | PY21 OSO Changes   | PY21 OSO Revised Budget | PY21 IA Original Budget | PY21 IA Changes    | PY21 IA Revised Budget | PY21 ID Original Budget | PY21 ID Changes  | PY21 ID Revised Budget | PY21 IE Original Budget | PY21 IE Changes     | PY21 IE Revised Budget | PY21 IN Original Budget | PY21 IN Changes    | PY21 IN Revised Budget | Trade Original Budget | Total Revised Budget | Total Original Budget |           |
| <b>SUPPLIES</b>                                   |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Training Supplies/Materials/Tents                 | 650.00                       |                    | 650.00                  | 3,250.00                |                    | 3,250.00               | 650.00                  |                  | 650.00                 | 100.00                  |                     | -100.00                | 350.00                  | 100.00             | 450.00                 |                       | 5,000.00             | 5,000.00              |           |
| Office Supplies/Materials/Postage                 | 650.00                       |                    | 650.00                  | 3,250.00                |                    | 3,250.00               | 650.00                  |                  | 650.00                 | 100.00                  |                     | -100.00                | 350.00                  | 100.00             | 450.00                 |                       | 5,000.00             | 5,000.00              |           |
| <b>EQUIPMENT MAINT/RENTAL/PURCHASE</b>            |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Office  | 43.00                        |                    | 43.00                   |                         | 1,952.00           | 1,952.00               | 332.00                  |                  | 332.00                 |                         |                     |                        |                         | 230.00             | 230.00                 |                       | 2,557.00             | 2,557.00              |           |
| Training  |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| <b>OUTSIDE SERVICES</b>                           |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Accounting/Bookkeeping                            |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Computer Operation                                |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Printing/Duplicating                              |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Recruitment                                       |                              |                    |                         |                         | 334.00             | 334.00                 | 66.00                   |                  | 66.00                  |                         |                     |                        |                         | 38.00              | 38.00                  |                       | 490.00               | 490.00                |           |
| <b>MISCELLANEOUS COSTS</b>                        |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Staff Training (regal, travel, meals)             | 325.00                       |                    | 325.00                  | 1,625.00                | 1,625.00           | 3,250.00               | 325.00                  |                  | 325.00                 | 50.00                   |                     | -50.00                 | 175.00                  | 275.00             | 450.00                 |                       | 6,000.00             | 6,000.00              |           |
| On-line Travel (R)                                | 195.00                       |                    | 195.00                  | 825.00                  | 825.00             | 1,650.00               | 195.00                  |                  | 195.00                 | 30.00                   |                     | -30.00                 | 165.00                  | 30.00              | 195.00                 |                       | 2,550.00             | 2,550.00              |           |
| Copier  | 13.00                        |                    | 13.00                   | 65.00                   | 65.00              | 130.00                 | 13.00                   |                  | 13.00                  | 2.00                    |                     | -2.00                  | 7.00                    | 2.00               | 9.00                   |                       | 100.00               | 100.00                |           |
| Postage   |                              |                    |                         | 8,500.00                |                    | 8,500.00               | 975.00                  |                  | 975.00                 | 150.00                  |                     | -150.00                | 625.00                  | 150.00             | 775.00                 |                       | 7,800.00             | 7,800.00              |           |
| Subscription                                      |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Telephone   |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Other Supportive Services                         |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Other Work Experience / Internships               |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Other Travel/Professional                         |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| <b>FACILITY COSTS</b>                             |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Facility Costs @ month x months                   | 748.00                       |                    | -10.00                  | 738.00                  | 33,483.00          | -448.00                | 33,035.00               | 5,671.00         | -30.00                 | 5,632.00                | 872.00              |                        | -872.00                 | 3,054.00           | 631.00                 | 3,685.00              |                      | 41,288.00             |           |
| Interest @ 6% Wages and Fringe                    |                              |                    |                         |                         | 7,800.00           |                        | 7,800.00                | 1,300.00         |                        | 1,300.00                | 200.00              |                        | -200.00                 | 200.00             | 900.00                 |                       | 10,000.00            | 10,000.00             |           |
| Supportive Services - Training Related            |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| <b>TOTAL - OTHER COSTS/ADMIN</b>                  | <b>\$1,929.00</b>            | <b>-\$388.00</b>   | <b>\$2,287.00</b>       | <b>\$58,898.00</b>      | <b>-\$463.00</b>   | <b>\$62,381.00</b>     | <b>\$10,104.00</b>      | <b>-\$674.00</b> | <b>\$10,778.00</b>     | <b>\$1,854.00</b>       | <b>-\$1,854.00</b>  | <b>\$6,441.00</b>      | <b>\$2,086.00</b>       | <b>\$7,447.00</b>  | <b>\$4,447.00</b>      |                       | <b>\$83,873.00</b>   | <b>\$83,873.00</b>    |           |
| <b>TOTAL WAGES &amp; FRINGE</b>                   | <b>\$8,675.00</b>            | <b>-\$1,006.00</b> | <b>\$7,669.00</b>       | <b>\$386,463.00</b>     | <b>-\$2,878.00</b> | <b>\$383,585.00</b>    | <b>\$65,940.00</b>      | <b>-\$647.00</b> | <b>\$65,293.00</b>     | <b>\$10,144.00</b>      | <b>-\$10,144.00</b> | <b>\$35,607.00</b>     | <b>\$9,728.00</b>       | <b>\$45,234.00</b> | <b>\$2,000.00</b>      |                       | <b>\$505,781.00</b>  | <b>\$505,781.00</b>   |           |
| <b>GRAND TOTAL</b>                                | <b>\$10,604.00</b>           | <b>-\$444.00</b>   | <b>\$9,950.00</b>       | <b>\$445,361.00</b>     | <b>-\$3,341.00</b> | <b>\$445,946.00</b>    | <b>\$76,044.00</b>      | <b>-\$721.00</b> | <b>\$76,071.00</b>     | <b>\$11,698.00</b>      | <b>-\$11,698.00</b> | <b>\$42,054.00</b>     | <b>\$11,734.00</b>      | <b>\$47,269.00</b> | <b>\$2,000.00</b>      |                       | <b>\$589,654.00</b>  | <b>\$589,654.00</b>   |           |
| <b>NON-REIMBURSABLE COSTS: LINES OF CREDIT</b>    |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Occupational Skills Training (ITA)                |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Occupational Skills Training Other                |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Remedial Pre-Vocational Training                  |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| On-the-Job Training                               |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Customer Training                                 |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Incumbent Worker                                  |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| Unpaid Donated Supportive Services                |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |
| <b>TOTAL NON-REIMBURSABLE COSTS</b>               |                              |                    |                         |                         |                    |                        |                         |                  |                        |                         |                     |                        |                         |                    |                        |                       |                      |                       |           |



**Budget Narrative Modification  
Rock Valley College  
One-Stop Operator & Career Services  
7/1/2021 – 6/30/2022**

**Wages:**

1 – Enrolled Services Director 100%

Responsible for the implementation of WIOA Title 1B individual career services, informed by policy from USDOL, DCEO, The Workforce Connection or other stakeholders. The Enrolled Services Director's wages will be \$65,840. **Due to the position being vacant in the beginning of the program year, there is a reduction of \$10,007. The revised budget is \$55,833.**

1 – Accounting Specialist 100%

This position is responsible for the budgets, modifications, and fiscal. The Accounting Specialist's wages will be \$21,838.

1 – Administrative Assistant I 100%

This position will provide program support. The Administrative Assistant's wages will be \$29,274.

5 - Career Planners 100%

These positions will be responsible for eligibility determination, delivery of basic career services and individualized career services under WIOA Title IB. Their primary function is to direct, serve and case manage WIOA Title IB eligible participants in job seeking/preparation activities and training. The total wages for the five Career Planners will be \$237,273. **There was a vacancy and replacement, and there was a yearly increase for 4 career planners. Both resulted in a net increase of \$2,449. The revised budget is \$239,722.**

1 – Career Planner (Temp) 100%

This position will be responsible for eligibility determination, delivery of basic career services and individualized career services under WIOA Title 1B. Their primary function is to direct, serve and case manage WIOA Title 1B eligible participants in job seeking/preparation activities and training. The total wages for the Temporary Career Planner will be \$13,000. **Due to an increase of applicants and participants, this position is being filled as a full-time temporary position for six months. There is an increase of \$9,500. The revised budget is \$22,500.**

1 – Instructor & Assessment Specialist 50%

Responsible for instructing the career readiness curriculum. The portion of the Instructor & Assessment Specialist's wages assigned to this grant will be \$19,479. **There was a vacancy and replacement, resulting in a decrease of \$2,604. The revised budget is \$16,875.**

**Total Wages are budgeted at \$386,042.**

**Fringes:**

Our **SURS** rate will be 12.90% of each full-time staff's wages. The total will be \$45,930. **The reduction in total wages has resulted in a decrease in the SURS required of \$7,426. The revised budget is \$38,504.**

**Social Security** – The rate for social security is 6.2% x wages. The total is \$802. **The increase in wages for the temporary employee has resulted in an increase in the Social Security required of \$593. The revised budget is \$1,395.**

**Medicare** – The rate for Medicare is 1.45% x wages. The total will be \$5,608. **The reduction in total wages has resulted in a decrease in the Medicare required of \$750. The revised budget is \$4,858.**

**Health benefits** total for health and dental will be \$64,018. **Due to the staffing changes, there is an increase in health benefits of \$4,018. The revised budget is \$68,036.**

The cost for Rock Valley College's insurance is determined by the type of insurance the employee carries, if they have single coverage, single with children, family, or no insurance. The same holds true for the Dental coverage. Only full-time employees are eligible for health and dental coverage. Each employee's health insurance allocation averages \$8,500.

The Health Insurance Allocation = 7 employees x \$8,500 + 1 employee x (\$8,500 x 50%) = \$64,018.

The rate for **Retirement Health Insurance** is .5% X the amount of wages. Only full time staff are eligible for Retirement Health. The approximate amount for the year is \$1,762. **The reduction in total wages has resulted in a decrease in the Retirement Health Insurance required of \$200. The revised budget is \$1,562.**

**Worker's Comp** is presently at a rate of wages x 1.01%. The total will be approximately \$3,904. **The reduction in total wages has resulted in a decrease in the Worker's Comp required of \$520. The revised budget is \$3,384.**

The total for fringe benefits will be \$122,024. **The revised budget for fringe is \$117,739.**

**The total for wages and fringes is \$503,781.**

### **Other Costs:**

**Office Supply** –This will include copy paper for staff printers, pens, pencils, sticky notes, file folders, tablets of paper, binders, printer cartridges and other numerous items for daily use in the office. The total will be \$5,000.

**Office Equipment**—Funds are needed to support the purchase of a monitor and computer printers. The revised budget is \$2,557.

**Recruitment-** This is to support a billboard expense from June that needed to be expensed in PY22, as it ran 23 days in July. When we created the original budget, this item wasn't included. The total will be \$428.00

**Staff Training** – Funds are needed for conferences and travel. The total will be \$2,500. **In order to provide opportunities for the new staff to complete the process to become National Association of Workforce Professionals certified, there is an increase of \$2,500. The revised budget is \$5,000.**

**Staff Travel** – This will cover the mileage for traveling to the Belvidere and Freeport offices. It will also cover any mileage career planners use when traveling to meet with customers. Total amount for travel will be \$7,500, for a total of 13,158 miles @ \$0.57 each.

**Copier (Rockford, Belvidere, Freeport)** – The cost per copy is approximately \$.024, which includes the cost of paper, toner and the maintenance of the copier. When a copy machine is used at any of the RVC locations, an account number must first be entered. This number reflects which program they are making copies for. At the end of the month, the totals are pulled from the copiers and each account is calculated and entered into the general ledger. Maintenance on the Belvidere and Freeport copier is also included. The total is \$1,500.

**Postage** – Most of our flyers and information to clients are either emailed to our clients or put on the Workforce Connection website. Any mail that is sent out has an account number stamped on the envelope. The mailroom keeps track of the cost for each account and at the end of the month; we receive a report which shows the charge for the month. The mailroom then enters the amounts into the general ledger. Total amount of postage funds is \$100.

**Subscription** – Subscriptions are needed for Survey Monkey and DocuSign, an online tool used for customer signatures for enrollment documents. The total is \$7,500.

**Indirect** – The Indirect charged is approximately 8.6% of wages and fringes. The Indirect will cover some of the basic services the college provides such as, IT support, Human Resource support, accounting department, payroll and maintenance. The total of \$43,826. **The reduction in total wages and fringe has resulted in a decrease in the Indirect costs required of \$538. The revised budget is \$43,288.**

**Training Related Supportive Services** –We will use this to purchase appropriate clothing for clients to wear to their jobs, pay for transportation, childcare, car repairs, etc. The total will be \$10,000.

**Total Other Costs are \$77,926. Grand Total \$586,654.**

**The total revised budget for Total Other Costs is \$82,873.**

**The Grand Total remains \$586,654.**

**Participation in the General Services Administration (GSA)  
Federal Surplus Personal Property Donation Program**

**BACKGROUND:**

In 2015, Rock Valley College expanded its FAA-certified aircraft mechanics' training program from an enrollment of 80 students to a total enrollment of over 200 students to meet the needs of regional aerospace employers. The expense of aircraft has limited the college's ability to acquire replacement aircraft to meet increased student demand.

Through the U.S. General Services Administration (GSA), Federal Surplus Personal Property Donation Program, Rock Valley College will have the opportunity to have access to federal surplus (including aircraft and vehicles) from across the country to support the Aviation Maintenance program at Rock Valley College.

The U.S. GSA Federal Surplus Personal Property Donation Program will enable Rock Valley College to procure aircraft for the Aviation Maintenance program at no cost or low cost to Rock Valley College. The addition of a turbine-powered aircraft would significantly increase the experience and quality of education for the students served by Rock Valley College. Participation in this federal program may also have equipment potential for the automotive programs at Rock Valley College.

**RECOMMENDATION:**

It is recommended that the Board of Trustees authorize Rock Valley College to submit the application and participate in the General Services Administration Federal Surplus Personal Property Donation Program, effective upon signature by both parties.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

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

**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 (Juneteenth) 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) was 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 Illinois 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 Rock Valley College 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.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**OFFICIAL COLLEGE HOLIDAYS**

The following holidays are official Rock Valley College holidays:

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

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

**Reference:** Board Report (BR) #4510, BR #7897  
**Implemented:** February 19, 1990  
**Revised:** January 25, 2022

**Bereavement Leave  
Board Policy 3:30.150**

**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 (ten workdays) of unpaid leave for the 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 the needs of employees 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 approve the update to the 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 seven days (maximum of ten 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 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]

## Operations Calendar for 2022-2024

**Background:** Rock Valley College has established a 2022-2024 Operations Calendar. In past years, Rock Valley College combined the Academic and Operations Calendar as one calendar. However, on March 27, 2018, Board Report #7496 separated the Academic and Operations Calendar.

The Board of Trustees approved the following Board Reports in reference to the Academic and Operations Calendar:

- On September 23, 2014; Board Report #7140  
Academic Calendars 2015–2020
- On October 27, 2016; Board Report #7342  
Amendment to 2017-2018 Academic Calendar
- On November 15, 2016; Amendment #2/Board Report #7342  
Amendment to 2017-2018 Academic Calendar

The Board of Trustees approved the following Board Reports in reference to the Operations Calendar:

- March 27, 2018; Board Report #7496  
Amendment to Board Report #7140 College Hours of Operation
- August 25, 2020; Board Report #7745  
Amendment to the 2020-2021 Operations Calendar

The FY2022-FY2024 Operations Calendar subset includes dates the College is closed, and there will be no access to College buildings, offices, and student services. The primary use for this calendar is to communicate to the public and college community the dates when College operations are affected.

**Recommendation:** It is recommended that the Board of Trustees approve the FY2022-FY2024 Operations Calendar.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

Attachment: FY2022-FY2024 Operations Calendar

**ROCK VALLEY COLLEGE  
OPERATIONS CALENDAR FY2022**

**2022 SPRING SEMESTER**

January 1 (Saturday) .....College Holiday  
January 2 (Sunday) .....College Closed  
January 3 (Monday) .....Observed Holiday/College Closed  
January 17 (Monday).....Holiday/College Closed  
March 6-13 (Sunday-Sunday)..... College Open/No Students  
April 14 (Thursday) ..... Faculty & Staff Development Day/Offices Open  
April 15 (Friday) .....Holiday/College Closed  
April 16, 17 (Saturday, Sunday) .....College Closed

**2022 SUMMER SEMESTER**

May 28, 29 (Saturday, Sunday) .....College Closed  
May 30 (Monday) .....Holiday/College Closed  
June 19 (Sunday) .....Holiday/College Closed  
June 20 (Monday) .....Observed Holiday/College Closed

**ROCK VALLEY COLLEGE  
OPERATIONS CALENDAR FY2023**

**2022 SUMMER SEMESTER**

July 2, 3 (Saturday, Sunday) ..... College Closed  
July 4 (Monday) ..... Holiday/College Closed

**2022 FALL SEMESTER**

September 3, 4 (Saturday, Sunday) ..... College Closed  
September 5 (Monday) ..... Holiday/College Closed  
September 6 (Tuesday) ..... Faculty & Staff Development Day/Offices Closed  
November 8 (Tuesday) ..... Election/College Closed  
November 24, 25 (Thursday, Friday) ..... Holiday/College Closed  
November 26, 27 (Saturday, Sunday) ..... College Closed  
December 23 (Friday) ..... Observed Holiday/College Closed  
December 24, 25 (Saturday, Sunday) ..... Holiday College Closed  
December 26 (Monday) ..... Observed Holiday/College Closed  
December 30 (Friday) ..... Observed Holiday/College Closed  
December 31 (Saturday) ..... Holiday/College Closed

**2023 SPRING SEMESTER**

January 1 (Sunday) ..... Holiday/College Closed  
January 2 (Monday) ..... Observed Holiday/College Closed  
January 16 (Monday) ..... Holiday/College Closed  
March 12-19 (Sunday-Sunday) ..... College Open/No Students  
April 6 (Thursday) ..... Faculty & Staff Development Day/Offices Open  
April 7 (Friday) ..... Holiday/College Closed  
April 8, 9 (Saturday, Sunday) ..... College Closed

**2023 SUMMER SEMESTER**

May 27, 28 (Saturday, Sunday) ..... College Closed  
May 29 (Monday) ..... Holiday/College Closed  
June 19 (Monday) ..... Holiday/College Closed

# ROCK VALLEY COLLEGE OPERATIONS CALENDAR FY2024

## **2023 SUMMER SEMESTER**

July 4 (Tuesday) .....Holiday/College Closed

## **2023 FALL SEMESTER**

September 2, 3 (Saturday, Sunday).....College Closed

September 4 (Monday) .....Holiday/College Closed

September 5 (Tuesday) ..... Faculty & Staff Development Day/Offices Closed

November 23, 24 (Thursday, Friday) .....Holiday/College Closed

November 25, 26 (Saturday, Sunday) .....College Closed

December 22 (Friday).....Observed Holiday/College Closed

December 24, 25 (Sunday, Monday)..... Holiday College Closed

December 29 (Friday).....Observed Holiday/College Closed

December 31 (Sunday)..... Holiday/College Closed

## **2024 SPRING SEMESTER**

January 1 (Monday).....Holiday/College Closed

January 15 (Monday).....Holiday/College Closed

March 10-17 (Sunday-Sunday) ..... College Open/No Students

March 28 (Thursday) ..... Faculty & Staff Development Day/Offices Open

March 29 (Friday).....Holiday/College Closed

March 30, 31 (Saturday, Sunday) .....College Closed

## **2024 SUMMER SEMESTERS**

May 25, 26 (Saturday, Sunday) .....College Closed

May 27 (Monday) .....Holiday/College Closed

June 19 (Wednesday).....Holiday/College Closed

**Revised Academic Calendar for 2022-2023**

**Background:** Rock Valley College is seeking approval for the revised 2022-2023 Academic Calendar. A revision was necessary as the Board has approved Juneteenth National Freedom Day as a paid holiday on which the College will be closed. Additionally, the College will be closed on November 8, 2022 for General Election Day, requiring another revision to the calendar.

**Recommendation:** It is recommended that the Board of Trustees approve the revised 2022-2023 Academic Calendar.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

# ACADEMIC CALENDAR 2022-2023 - Revised 01/25/22

## **2022 SUMMER SESSION II**

**EIGHT-WEEK SESSION (28 days plus 2 final exam days)**

**FOUR-WEEK SESSION (14 days plus 1 final exam day)**

**SECOND FOUR-WEEK SESSION (14 days plus 2 final exam days)**

|                                    |  |
|------------------------------------|--|
| June 13 (Monday)                   | .....Classes Begin for First 4-week and 8-week Sessions of Session II                        |
| June 20 (Monday)                   | ..... No Classes   |
| July 4 (Monday)                    | ..... No Classes   |
| July 7 (Thursday)                  | ..... Final Exam Day for First 4-week classes of Session II<br>No Classes for 8 week classes |
| July 11 (Monday)                   | .....Classes Begin for Second 4-week Session of Session II                                   |
| August 2 (Tuesday)                 | ..... End of Classes   |
| August 3 & 4 (Wednesday, Thursday) | ..... Final Exams for Session II   |
| August 7 (Sunday)                  | ..... Grades Due By 11:59pm Sunday Night   |

## **2022 FALL SEMESTER**

|  |  |
|--|--|
| August 13 (Saturday)   | ..... Weekend Classes Begin                      |
| August 15 (Monday)   | ..... Weekday Classes Begin                      |
| September 3, 4, 5 (Saturday, Sunday, Monday)                 | ..... No Classes                                 |
| September 6 (Tuesday)  | ..... Faculty & Staff Development Day/No Classes |
| November 8 (Tuesday)   | ..... No Classes                                 |
| November 23, (Wednesday)                                     | ..... Fall Recess/No Classes                     |
| November 24, 25, 26, 27 (Thursday, Friday, Saturday, Sunday) | ..... No Classes                                 |
| December 2 (Friday)  | ..... End of Weekday Classes                     |
| December 3 (Saturday)  | ..... End of Weekend Classes                     |
| December 5-9 (Monday-Friday)                                 | ..... Final Exams for Weekday Classes            |
| December 10 (Saturday)                                       | ..... Final Exams for Weekend Classes            |
| December 11 (Sunday)   | .....Grades Due by 11:59pm Sunday Night          |

## **2023 SPRING SEMESTER**

|  |   |
|--|---|
| January 13 (Friday)                              | .....Faculty Development Day                        |
| January 14 (Saturday)                            | ..... Weekend Classes Begin                         |
| January 16 (Monday)                              | ..... No Classes                                    |
| January 17 (Tuesday)                             | ..... Weekday Classes Begin                         |
| March 12-19 (Sunday-Sunday)                      | ..... Spring Recess - No Weekday or Weekend Classes |
| March 20/25 (Mon/Sat)                            | ..... Weekday / Weekend Classes Resume              |
| April 6 (Thursday)                               | ..... Faculty & Staff Development Day/No Classes    |
| April 7, 8, 9 (Fri, Sat, Sun)                    | ..... No Classes                                    |
| May 6 (Saturday)                                 | ..... End of Weekend Classes                        |
| May 12 (Friday)                                  | ..... End of Weekday Classes                        |
| May 13-19 (Saturday, Mon, Tues, Wed, Thurs, Fri) | ..... Final Exams for Weekend & Weekday Classes     |
| May 19 (Friday) at 6pm                           | .....Commencement Exercises                         |
| May 21 (Sunday)                                  | ..... Grades Due By 11:59pm Sunday Night            |

## **2023 SUMMER SESSION I**

**FOUR-WEEK SESSION (14 days plus 1 final exam day)**

|                    |  |
|--------------------|--|
| May 22 (Monday)    | ..... Classes Begin                      |
| May 29 (Monday)    | ..... No Classes                         |
| June 15 (Thursday) | ..... Final Exams                        |
| June 18 (Sunday)   | ..... Grades Due By 11:59pm Sunday Night |

*\*Most classes (16-week) begin this week. Check class schedule for specific dates.*

*Deadlines vary for courses less than 16-weeks in length. Contact Records and Registration for specific dates.*

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**REFUNDING BOND ISSUE: AUTHORIZATION TO PROCEED  
Series 2022A and 2022B Bonds**

Background: Rock Valley College, on June 29, 2015, issued the following general obligation bonds:

- \$17,805,000 GO Series 2015C, maturities due October 1, 2026, through 2029
- \$22,170,000 GO Series 2015D, maturities due October 1, 2029, through 2033

Rock Valley College, as issuer, feels that it is in the best interest of the College to consider the opportunity to refund its outstanding Series 2015C and 2015D Bonds.

Refunding of the Series 2015C and 2015D Bonds would achieve several goals. The restructuring would level out the debt repayment through levy year 2025, shortening the final maturity on the existing bonds by approximately six years. In addition, based on the total current debt of the College, all debt would be paid off in levy year 2026. Also, the bond refunding will result in a reduction of interest expense to the College.

On October 26, 2021, the Board of Trustees approved Board Report #7861, resolution of the issuance of not to exceed \$43,500,000 general obligation bonds for the purpose of refunding its outstanding Series 2015C and 2015D Bonds and levy of a direct annual tax sufficient to pay principal and interest.

PMA Securites LLC and the College have been monitoring the rate environment and due to pressures on the interest rate market have determined that it is now time to move forward with the issuance of the refunding bonds.

Recommendation: It is recommended that the Board of Trustees authorize PMA Securities, LLC to proceed with the process to refund the College's outstanding Series 2015C (Tax-Exempt) and 2015D Bonds (Taxable) in 2022 with estimated closure by March 31, 2022.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees



**Student Trustee Report**  
**Evelyn Molina—Student Trustee**  
**January 25, 2022**  
**Regular Board of Trustees Meeting**

It is wonderful to be back in action both here in board meetings and as a student at the college. I hope you all got some much-needed rest and family time. Personally, coming back from winter break is always a struggle, and getting back into our previous habits can be tough. We have been back in class for about two weeks now, and with this comes a bunch of new faces and new endeavors.

Welcome Week was held January 18-21 and was in full swing for all students, new and old, to participate in campus activities from music, food, and club outreach. Every semester, we have students come and go, graduating and moving on to the next stage of their lives. Because of this, SGA has made it a priority to recruit more students into our club, prioritizing this at the Involvement Fair. Additionally, club leaders had the opportunity to participate in a Leadership Seminar aimed at helping all clubs do the same.

As it is the beginning of the semester, I do not have much to report, but I am excited to share many of my and SGA's plans as we develop them. We had our first meeting of the year on Friday the 14th. We have many great ideas, and I cannot wait to share them. We learned a lot this past semester, and we only wish to expand and build upon our successes and learn from our setbacks. I hope you all look forward to hearing about what students are up to at the college this semester.

**Rock Valley College Board of Trustees  
Freedom of Information Act Report  
12/15/2021 - 1/15/2022**

|            |     |               |   |  |
|------------|-----|---------------|---|--|
| 12/22/2021 | 577 | David Johnson | <p>Annual goals, KPIs and other performance metrics developed for the position of Executive Director of College Communications.</p> <p>Performance evaluations to date for the Executive Director of College Communications, such as, but not limited to: 30-day, 60-day evaluations of job performance.</p>  | <p>Responded 12/23/21</p> <p>No responsive records</p> |
| 12/23/2021 | 578 | David Johnson | <p>The number of news releases issued by Rock Valley College, by month, for the period of January 2015 to present. Please exclude athletics from this measurement.</p> <p>The number of news stories published by local or regional media regarding Rock Valley College, by month, for the period of January 2015 to present. Please exclude athletics from this measurement.</p>   | <p>Responded 1/2/2022</p> <p>No responsive records</p> |
| 12/27/2021 | 579 | David Johnson | <p>The number of official posts on the main Rock Valley College accounts for Facebook, Twitter, Instagram, and LinkedIn, by month, for the period of January 2015 to present.</p> <p>Likes, follows, reach, and engagement metrics for the main Rock Valley College Facebook page, by month, for the period of January 2015 to present.</p> <p>Percentage of increase (or decrease) in likes, follows, reach, and engagement for the main Rock Valley College Facebook page, by month, for the period of January 2015 to present.</p> | <p>Responded 1/2/2022</p> <p>No responsive records</p> |

**Rock Valley College Board of Trustees  
Freedom of Information Act Report  
12/15/2021 - 1/15/2022**

|            |     |               |  |   |
|------------|-----|---------------|--|---|
| 12/30/2021 | 580 | David Johnson | <p>The official communications/public relations/media relations plan for the November 16 visit by Gov. Pritzker to the RVC Advanced Technology Center, and any related internal meeting notes, email messages, etc., related to the plan.</p> <p>Any and all published articles, recaps, or news stories produced by Rock Valley College regarding the November 16 visit by Gov. Pritzker to the RVC Advanced Technology Center.</p> | <p>Responded<br/>1/6/2022</p> <p>Approved in full</p> |
| 1/3/2022   | 581 | David Johnson | <p>For the fiscal years 2019 to present, annual goals and/or KPIs for all executive directors, directors, associate/assistant vice presidents, and C-level administrators at Rock Valley College.</p>  | <p>Responded<br/>1/7/2022</p> <p>Denied in full</p>   |